THE E. A. FISCHER CO.
LIBRARY
APR 10 1972
BINDERY
CINCINNATI, O.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 13, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 13, 1968, at 4:00 p.m. in the Board Room of the Library.

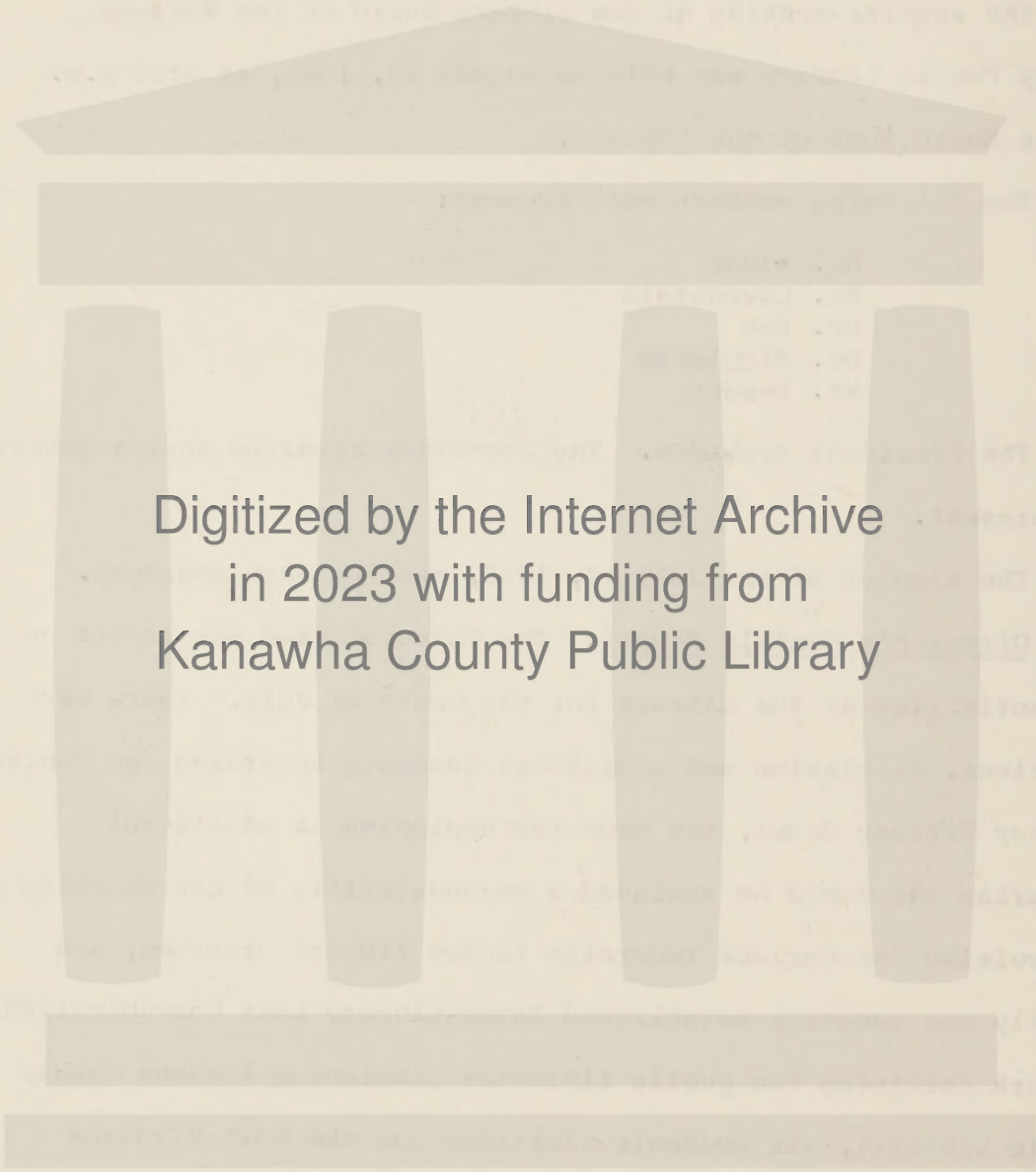
The following members were present:

Mr. Stone
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder

The President presided. The Secretary reported that a quorum was present.

The minutes of the July 12, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. There were questions, discussion and additional comments regarding the Public Library Trainee Grant, the need for employing an additional librarian who would be assigned a responsibility of coordinating and supervising the various federally funded library programs, and finally the recently established Inter-Library Loan Communications Network involving ten public libraries (including Kanawha County Public Library), six academic libraries and the West Virginia Library Commission. Afterwards, the Director's report was accepted and ordered filed.



Digitized by the Internet Archive
in 2023 with funding from
Kanawha County Public Library

https://archive.org/details/minutesaugust13117kana

Approval of Bills. The Director submitted Book Bills List No. 134 and General Bills List No. 134, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 133, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds. Mr. Lovenstein, Chairman, announced the receipt of two proposals submitted by R. E. Erdie, President, Ace Exterminating, Inc., Fairmont, West Virginia, which would prevent and control pigeon roosting on the Kanawha County Public Library building. The installation of electrical repellent birdproofing in proposal #1 would be confined to the front of the building facing Capitol Street and the side facing Quarrier Street. The installation of electrical repellent birdproofing in proposal #2 would cover the entire building. The installation costs were $4,000.00 and $6,400.00, respectively. There was discussion on the guarantee and maintenance. Afterwards, it was moved by Mr. Snyder, seconded by Mr. Ray, that the proposal for the control and elimination of pigeons be referred to the Building and Grounds Committee with full

power and authority to accept the proposal to install the equipment for the sum of $6,400.00; conditioned upon a satisfactory performance bond being furnished to insure adequate and proper installation and maintenance. Motion carried.

NEW BUSINESS

Resolution on the Life and Service to the Library of Mr. John Arthur Hanson. Upon motion by Mr. Ray, seconded by Dr. Riggleman, the following resolution was adopted unanimously:

WHEREAS, It is with profound sorrow that we record here the passing of John Arthur Hanson, a native of Sweden, who died in Neshanic, New Jersey, on July 30, 1968; and,

WHEREAS, Mr. Hanson, who for many years had been an officer of the United Carbon Company, became a member of the Kanawha County Public Library Board of Directors in May, 1949, and was elected Vice-President in July, 1961. He gave unstintingly of his time, energy and talents in support of the Library's aims and purposes and contributed in every way to its growth and welfare. As a scholar and lover of books, his advice was invaluable and highly appreciated by the Library Board and Staff; and,

WHEREAS, Mr. Hanson's life work encompassed many fields in which he served with distinction and devotion becoming a credit to his community, his state, his adopted country and to this Library; therefore,

BE IT RESOLVED, In this, the first meeting since the death of our friend and fellow member, the Directors wish to give expression to their sense of personal loss, as well as to record the great loss to the Library,

RESOLVED FURTHER, That copies of this resolution be transmitted to the son and brother of Mr. Hanson, to whom we extend our sincerest sympathy, and that this remembrance be spread upon the minutes of this meeting.

Library Board Memberships. The President appointed a Library Board Membership Committee composed of Mr. Ray, Chairman, Mr. Hopkins and Mr. Kleeman, to make recommendations for two nominees to fill the unexpired terms of Mr. William J. Frink (June 30, 1969) and Mr. John Arthur Hanson (June 30, 1969). The Committee was asked to make its report at the September meeting. The name of Donald Springer of St. Albans, West Virginia, was suggested for Mr. Frink's vacancy.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made by Mr. Snyder, seconded by Dr. Riggleman, and duly adopted, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD

SEPTEMBER 10,1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 10, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Snyder

The President presided. The Secretary reported that a quorum was present.

The minutes of the August 13, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. There was discussion concerning the state teletype communications interlibrary loan network, the best letterhead of 1968 awarded by Advertising and Sales Promotion and services rendered to Opportunities Industrialization Center (a delegate agency of Action for Appalachian Young - Community Development whose goal is to establish an educational and employment center which will enable their clients to enter into productive employment). Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 135 and General Bills List No. 135, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded

by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 134, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, the Director reported that the Library was in receipt of a new proposal to ramp the logia step at the Capitol Street entrance. E.L. Harris & Son, Inc., proposed to furnish labor, material, tools and supervision to complete work at main entrance to Kanawha County Public Library according to proposal #1 and according to sketch #16R submitted by J. Russell Bailey, architect, as follows:

Panels A, B and C all to be granite to match existing	$2,602.50
Less 10%	260.25
Less gift to Kanawha County Public Library	500.00
	$1,842.25

Following discussion, it was regularly moved, seconded and carried that the new offer be accepted and the Director extend thanks and appreciation to Mr. Evan Harris for his kind and generous consideration.

Library Board Membership Committee. In the absence of Mr. Ray, Chairman, the Director presented the report of the

Library Board Membership Committee which is as follows:

> "The Membership Committee consisting of John V. Ray, Chairman, Charles T. Hopkins and Sydney M. Kleeman submits, with pleasure, the name of Mr. Donald F. Springer of St. Albans, West Virginia, to fill the unexpsred term of William J. Frink, formerly of St. Albans, West Virginia.
>
> "Consideration of candidates for the other unexpired term is continuing and your committee expects to make a recommendation at the October meeting of the Library Board.
>
> /s/ John V. Ray
> John V. Ray, Chairman
> Membership Committee"

Following discussion, on motion made by Mr. Snyder, seconded by Mrs. Brown, and duly passed, the following resolution was adopted:

> RESOLVED, That Donald F. Springer of St. Albans, West Virginia, be nominated to the Library Board to fill the unexpired term of William J. Frink which ends June 30, 1969; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Gifts, Bequests and Endowment Committee. Mrs. Anderson, Chairman, reported that the Library had received gifts of substantial value from John Hanson, son of the late board member Arthur Hanson, as a memorial to his father. Several pieces of bronze sculpture, a mahogany figurine, an oil painting of Abraham Lincoln and an original, signed document which read, " on the strength of Gen. Dix" endorsement, I approve

Dec.7, 1864 A. Lincoln

were exhibited. Mrs. Anderson stated that the gift also included several hundred hard bound and paperback books, scrapbooks,

pamphelts, plaster of paris statuary, bookends and framed etchings and photographs. She suggested the possibility of presenting several of the framed photographs to Sunrise Foundation, Inc. Mrs. Anderson also reported that ten donors gave a total of $95.00 to the Kanawha County Public Library to be used for the purchase of memorial books in honor of Arthur Hanson. In the discussion that followed, it was suggested that consideration be given to a future display which would place on exhibit many of the items from the John Hanson gift, and, that the Director be authorized to write to Mr. John Hanson, to extend the Library Board's and community's appreciation of the gift and with the help of knowledgable and qualified personnel establish a value of the gift.

Position Vacancies. The Director reported that a vacancy exists in the Catalog Department. He presented the application of Mrs. Rita Young and reported on her educational background and her library experience. The Director recommended that she be appointed. It was moved by Mr. Snyder, seconded by Mrs. Brown and unanimously

> RESOLVED, That Mrs. Rita Young be appointed Catalog Librarian Assistant effective October 1, 1968, at an annual salary of $6,600.

West Virginia Library Association Conference. The Director stated that the Conference this year would be held in Martinsburg, West Virginia, from September 26-28. Upon motion by Mrs. Anderson, and seconded by Mrs. Brown, it was unanimously

> RESOLVED, That the expenses for the Director and an allowance of $30.00 each for three staff members be paid for attendance at the West Virginia Association Conference, September 26-28, 1968.

State Sinking Fund. Mr. Stone reported that the Library has a sum of money to be invested in the State Sinking Fund. The exact amount was not known at the time of the Library Board meeting. Following discussion, on motion by Mr. Snyder, seconded by Mrs. Brown, that Mr. Lovenstein, Mr. Rapking, Assistant Superintendent for Financial Affairs, Kanawha County Schools and the Director determine the amount available to be invested and that Mr. Lovenstein and the Director be authorized to take the necessary steps to invest that amount in the State Sinking Fund.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made by Mr. Snyder, seconded by Mrs. Brown, and duly adopted, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.

O. J. Stone
President

Nicholas Winnicki
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 8, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Kleeman
Mr. Lovenstein
Mr. Ray
Mr. Thomas
Dr. Wallace

Also present was Mr. Robert Bryan, President, South Charleston Library Board, who was welcomed and introduced to the members present.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the September 10, 1968, meeting were approved.

Mr. Bryan's Visit. Mr. Bryan talked about the South Charleston Public Library building project and its branch relationship to the Kanawha County Public Library. The Memorandum of Understanding (prepared and approved by the Services to the Community Committee of the Kanawha County Public Library Board of Directors and presented to South Charleston in March, 1968) was reviewed by Mr. Bryan, the Mayor and City Attorney although no action was forthcoming. Reasons of campaigning, health and other problems

were cited. In response to questions, Mr. Bryan noted the following:

1. The site and building of the new library is deeded to the South Charleston Public Library Board of Directors and not to the City of South Charleston.

2. Funding of the building project was made possible by a substantial appropriation to the Library Board by the Mayor and Council of South Charleston, voluntary contributions by persons, organizations and institutions of South Charleston, and grants made possible by the Library Services and Construction Act and Appalachian Regional Development Act.

3. Opening date of the new facility was estimated, by Mr. Bryan, to be about April 1, 1969.

Following discussion, upon motion by Mr. Ray, seconded by Mr. Kleeman, the following resolution was adopted:

RESOLVED, That the Director be authorized to arrange a meeting within thirty days which would include representatives of the South Charleston Public Library Board of Directors and the Services to the Community Committee of the Kanawha County Public Library; and,

RESOLVED FURTHER, That the meeting be held in South Charleston and to discuss the Memorandum of Understanding Proposal and such other matters as may be pertinent.

Motion carried.

Correspondence. The Director reported that a letter dated October 7, 1968, signed by Mr. Walter F. Snyder, Superintendent of Schools, had been received which stated that the Kanawha County Board of Education unanimously approved the appointment of Donald F. Springer to fill the unexpired term of William J. Frink

which ends June 30, 1969. The letter was ordered received and filed.

The President reported that he was in receipt of a letter from Mr. Springer who extended appreciation to the members for his appointment to the Library Board and his willingness and desire to be of service. Mr. Springer was absent from the meeting only because of a previously scheduled commitment to his employer.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. There was discussion involving the reported gift of land to the Kanawha County Public Library by the Charleston National Bank when the bank vacates its present building located at Capitol and Quarrier Streets. It was suggested by the Board members present that the Building and Grounds Committee, which was aware of the proposal, be asked to represent the Library.

Approval of Bills. The Director submitted Book Bills List No. 136 and General Bills List No. 136, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Kleeman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 135, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Kleeman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, asked the Director to report on the steam boiler situation, particularly the condition of the one boiler which has been the problem and the cause of our concern. Briefly and simply several of the tubes, on two occasions, began to leak and lose water. After the first repair by an official representative of the manufacturer, the boiler was repaired, tested and placed in operation. Within several months, the same boiler became inoperative again because of the same leakage problem. At the insistence of the Director and Chairman of the Building and Grounds Committee, a meeting has been scheduled for October 15, 1968, and the following have agreed to attend: mechanical engineer, representatives of boiler manufacturer, the mechanical contractor, Chairman of the Building and Grounds Committee, the Building Superintendent and the Director. Following discussion, Mr. Bryan, a professional engineer, was invited and he accepted.

Afterwards, upon motion by Mr. Ray, seconded by Mr. Thomas, it was moved that the Director and the Building and Grounds Committee be authorized to take the necessary steps in repairing the boiler.

The Chairman suggested that the matter of the installation of the TV cable from The John V. Ray Room to the main switchboard be deferred. The proposal would make it possible to televise programs originating in the Library over the Educational Television Network.

Mr. Lovenstein reported that there have been several suggestions from persons attending functions in The John V. Ray Room that a speaker's platform be made and installed so that members of the audience can view him/her with ease and comfort. Following discussion, it was suggested that the Building and Grounds Committee contact E. L. Harris and Son, Inc. for a proposal to build a speaker's platform located in the desk area of The John V. Ray Room.

The Chairman stated that a Three-day Seminar in Housekeeping; Management and Supervision, sponsored by Service Engineering Associates would be held in Atlanta, Georgia, on November 18-20, 1968. He recommended that the Building Superintendent be permitted to attend. After discussion, upon motion by Mr. Lovenstein, seconded by Mr. Ray, it was unanimously

RESOLVED, That the expenses of the Building Superintendent, not to exceed $250.00, be paid for attendance at the Three-Day Seminar, sponsored by Service Engineering Associates held in Atlanta, Georgia, November 18-20, 1968.

The proposal from Ace Exterminators, Inc., dated September 23, 1968, for the elimination of ferral pigeons had been received. Upon motion by Mr. Lovenstein, seconded by Mr. Thomas, it was moved that the Director be authorized to sign the agreement between Kanawha County Public Library and the Ace Exterminators, Inc.

NEW BUSINESS

Amendment to Budget for 1968/1969. Mr. Lovenstein reported that the Library would receive in the current fiscal year a sum of $37,939.00 under the Library Services and Construction Act - Title I

and recommended that the budget for the fiscal year 1968/1969 be amended to include the receipt and expenditure of $37,939.00. After discussion, Mr. Lovenstein moved, Mr. Thomas seconded, that the budget for the fiscal year 1968/1969 be amended to include the Grant-In-Aid sum of $37,939.00. Motion carried.

State Sinking Fund. Mr. Lovenstein recommended that the Library Board invest a sum of $60,000.00 for a period of 91 days with the State Sinking Fund Commission. The money can be withdrawn as needed. Following discussion, it was moved by Mr. Lovenstein and seconded by Mrs. Brown, that the Director be authorized to deposit $60,000.00 with the State Sinking Fund Commission. Motion carried.

Sale of Surplus Shelving. The Director reported that the Library has some old surplus metal and wood shelving and suggested that it be sold. There was considerable discussion. It was suggested that an invitation to bid and proposal of sale be made known by legal advertisements appearing in The Charleston Daily Mail and The Charleston Gazette. Afterwards, it was moved by Mr. Ray, seconded by Mr. Thomas, that the Director be authorized to sell the unneeded shelving. Motion carried.

Change Name of Board Room. The President asked members of the Library Board to consider changing the name of the Board of Directors Room to the Arthur Hanson Room in memory of the late Arthur Hanson.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made by Mr. Kleeman, seconded by Mr. Ray, and duly adopted, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

A. G. Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 12, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 12, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Kleeman
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Springer

Mr. Stone, President, presided. The President welcomed Mr. Springer and presented him with materials consisting of the By-laws, Book Selection Policy and minutes of some previous meetings. The Secretary reported that a quorum was present. The minutes of the October 8, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. There were questions and comments on the Canadian Travel Board's collection of 16mm films loaned to the Kanawha County Public Library and made available to our users. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 137 and General Bills List No. 137, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 136, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. A meeting was held on October 15, 1968, in the Library Board of Directors Room to discuss the problem of defective tubes located in one of the two gas fired boilers. The manufacturer's officer and representative agreed to replace 33 boiler tubes at no expense to the Library. Installation charges, Mr. Lovenstein said, were to be the responsibility of the Library.

2. Ace Exterminators, Inc., of Fairmont, West Virginia, had completed the installation of pigeon control equipment and the Chairman recommended that the invoice for $6,400.00 be approved for payment. Following discussion, upon motion by Mr. Lovenstein, seconded by Mr. Ray, it was moved that the invoice from Ace Exterminators, Inc., for Sixty Four Hundred Dollars and No Cents ($6,400.00), dated November 6, 1968, be approved for payment. Motion carried.

   A discussion of feeding pigeons continued. Afterwards, upon motion by Mr. Ray, seconded by Mr. Lovenstein, it was moved that the Library Board adopt a policy to forbid the public to

feed the pigeons on the Library Plaza. Motion carried.

3. The stainless steel handrails have been delivered in Charleston and have been received by E. L. Harris and Son, Inc. Installation is expected to begin on the upper and lower Capitol Street steps as soon as the work on the ramp is completed.

4. The installation of a TV cable from The John V. Ray Room to the main switchboard would make possible the transmission of educational television programming from the Library. The Director, he said, communicated with board of education personnel who regarded the project favorably and who seem to feel that an installation could be completed at no cost to the Library.

5. Work remaining to be done was listed as follows:

   a. Ramping of the step at the Capitol Street entrance; and,

   b. Installation of a speaker's platform in The John V. Ray Room.

Services to the Community Committee. Mr. Kleeman, Chairman, gave a brief summary of the purposes and responsibilities of the Services to the Community Committee. Public library services, he said, are also extended by this institution through libraries located in Dunbar, Nitro, St. Albans, South Charleston, Coal Branch Heights, Kennedy Center, Opportunities Industrialization Center and Lee Street Senior Center. The Committee plans to visit each agency, to become better acquainted with its personnel and facilities and to become aware of its needs.

The Chairman reported that the Committee met with representatives of the St. Albans Library Board on October 17, 1968, in the Board Room of the Kanawha County Public Library and again on October 31,

1968, in the St. Albans Branch Library to discuss and consider the proposed second story addition. A sub-committee was appointed to prepare a document of application for consideration by the full committee. It is expected that a report with recommendations would be made at the December meeting of the Library Board.

Mr. Kleeman reported that Mayor L. O. McIlwain, in reply to a previous letter from the Director, stated that a meeting with members of the Library Board and his representatives would be held within two or three weeks.

The Chairman reported that the Public Library Trainee Program at the Kanawha County Public Library had begun on November 1, 1968, with Mrs. A. H. Rapking and Mr. C. B. Smith, Jr. The Director added that the Library would receive, under the Library Services and Construction Act and through the West Virginia Library Commission, a sum of $4,365.00 in book purchases for each person employed under the Public Library Trainee Program.

Gifts, Bequests and Endowments Committee. Mrs. Anderson, Chairman, reported that the gifts received from John Hanson, son of the late Board member, Arthur Hanson, as a memorial to his father, had been evaluated at $3,585.00. The items evaluated include sculptured figures, bookends, medallions, paintings, Lincoln memorabula and miscellaneous items. She also stated that the Director had been assisted by Mrs. Lloyd Black, Director, Charleston Art Gallery, in the evaluation of the above gift.

Work on the valuation of the gift of books remains to be done. A report would be presented to the Board when it is completed.

NEW BUSINESS

Acting Librarian for South Charleston. The Director recommended that Miss Frances Dillinger, Librarian Assistant in the Adult Circulation Department be temporarily assigned to the position of Acting Librarian for South Charleston to do some of the preliminary and essential things. After discussion, it was suggested that the matter be deferred until definite plans for the taking over of the South Charleston Library by the Kanawha County Public Library are agreed upon.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 10, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 10, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Ray
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the November 12, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. There was further discussion concerning the replacement of defective tubes and their installation; the appearance of Santa Claus on the Library's plaza following a parade sponsored by the Charleston Downtown Association; and the National Advisory Commission's report on libraries. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 138 and General Bills List No. 138, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mr. Williamson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 137, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Williamson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. The Library was in receipt of an invoice furnishing material, labor and expense to replace outside air intake cover blown off during the violent rain and wind storm of June 26, 1968. The Library's cost was equal to the $250.00 deductible and the remainder was the responsibility of the insurance company which has been delivered to us. Following discussion, upon motion by Mr. Lovenstein, seconded by Mr. Williamson, the following resolution was adopted:

   RESOLVED, That the Columbus Heating and Ventilating Company be paid $1,017.41 to replace outside air intake cover.

2. Work on the ramping of the step at the Capitol Street entrance was completed at a cost of $1,674.00 and the installation of the stainless steel handrails on the upper and lower Capitol Street stairs was completed at a cost of $626.00. Following discussion, upon motion by Mr. Lovenstein, seconded by Mrs. Brown, the following resolution was adopted:

RESOLVED, That E. L. Harris and Son, Inc., be paid $2,300.00 for the work completed on the ramp and the installation of the stainless steel hand-rails.

3. The Library was in receipt of a report of an audit made by the Office of the State Tax Commissioner for the period July 1, 1966, to June 30, 1968. He stated that the Library account was in good order. There was discussion afterwards.

4. It was reported that the Library's earned interest on investment with the State Sinking Fund totaled 5.26% which was substantially higher than a rate currently being paid by any bank in Charleston.

Services to the Community Committee. Mr. Hopkins submitted the following report:

To: Members of the Board of Directors
Kanawha County Public Library

From: Charles Hopkins

Re: Addition to the St. Albans Public Library

In the absence of Mr. Sydney Kleeman, Chairman of the Service to the Community Committee of the Kanawha County Public Library, it became my responsibility to chair a meeting on December 6 of representatives of the Library Board and the St. Albans Community.

In attendance representing the Kanawha County Library Board were:

Mr. Guy Stone, President
Mr. Don Springer, Member
Mr. Charles Hopkins, Member
Mr. Nicholas Winowich, Librarian

Representatives from St. Albans included:

Mrs. Clara Hampton
Mr. Jim Delforge
Mr. William Heavener
Mr. Hank Hinkley
Mr. Nick Macchiarolo

The meeting was held to arrive at a decision regarding the addition of a second floor to the St. Albans Library.

The representatives from St. Albans presented plans by Architect William A. Heavener which called for a second floor 120 feet in length and 50 feet in width.

A breakdown of the utilization of this space follows:

Auditorium - length 40 ft. and width 40 ft. with a seating capacity of 110 people
Storage Room - length 28 ft. and width 8 ft.
Board Room - length 20 ft., width 12 ft.
Childrens' Department - length 56 ft., width 28 ft.
Stack Room - length 48 ft., width 18 ft.
2 Toilets - each length 8 ft., width 6 ft.
Kitchen - length 6 ft., width 8 ft.
Foyer - length 18 ft., width 24 ft.
Hallway - length 18 ft., width 5 ft.
2 Stairways.

The addition will give a total library complex to the city of St. Albans. It provides for an auditorium which the St. Albans representatives stated would be utilized nightly. The addition provides, also, for a larger and more efficient childrens' department.

During the discussion Mr. Stone questioned the necessity of the kitchen, elevator and Board Room called for in the plans. The kitchen was explained as being needed for the preparation of simple foods for use at events where people desire to serve refreshments; the elevator would enable many people unable to climb stairs to utilize the second floor facilities; and the Board Room was not only defended as a place for Directors' meetings but, also, to provide a meeting place for small groups in the city. All members of the St. Albans group stated such a room was greatly needed in the city.

Members of the Board will recall that previous discussions concerning the addition centered around an expenditure of $100,000. This was a figure arrived at two years ago. Recently, the Service to the Community Committee requested that a realistic current cost estimate be secured. The current estimate rose from $100,000 to $135,000. It is necessary, in addition to the construction involved, to meet other requirements to secure federal funds.

The following breakdown shows the funds necessary:

Architect's fee	$ 8,000
Expansion of the building	135,000
Equipment	17,550
Contingency fund	6,750
Planning fees	300
Legal fees	300
Audit	300
Total	$168,200

The architect's fee approximates a 5.9% of the total cost; the initial equipment approximates 13% of the expansion remodeling and alterations, and the contingency fund 5%. These percentages are in line and meet requirements for a Federal grant.

You will recall, also, that the St. Albans Library Board has $25,000 which can be used for the expansion. The Federal share of the estimated costs will be $27,921.20 from the Appalachian Regional Commission and $106,628.80 from the Library Services and Construction Act. This is approximately 80% of the total leaving $33,640 required from local funds. It was pointed out to the St. Albans representatives that they were approximately $9,000 short of the needed local fund. The representatives assured the Committee the St. Albans directors would be responsible for the additional $9,000.

It is necessary, also, that this Board be aware of additional annual costs to service an enlarged St. Albans library. As near as can be estimated, the budget will have to include an addition of approximately $14,000 a year for such expense.

The following itemized list shows the required increase:

Salaries

Librarian	$6,900	
Clerical	3,120	
Custodian (from half to full time)	1,800	$11,820

Other Expenses

Building Supplies	$ 100	
Insurance	100	
Social Security	567	
Utilities	1,000	
Workmen's Compensation	5	1,772
		$13,592

In considering the projected program, it is necessary to note that in two years the costs of the addition has increased from $100,000 to $168,000 dollars. On Saturday, I had a confidential meeting with both Labor and Builder executives to secure an estimate of future rises in price.

The Labor representative said we could anticipate a minimum increase of 10% per year or $16,820 over the current figure each year the project is delayed. The Builders' representative said the minimal increase would be 12% with the actual increase more likely 15% or an increase of $20,184 minimum and $25,230 maximum annually. The 10% increase would place the price at $185,020; the 12% at $188,384; and the "most likely" 15% at $193,430. Note that the local share progresses to $37,004 under the 10% increase; under the 12% increase to $37,678.80 and under the 15% increase to $38,846. This means an increase of $3,364; $4,038.80; and/or $5,206 annually for the local share of the cost. Any one of these sums added to the $9,000 already needed equate a sizeable increase to be raised by St. Albans.

The Service to the Community Committee points out that in this particular project we are dealing with a community that has gone beyond the activities of any other city in the state to provide their city with the finest in library facilities. Once a library building was achieved, the citizens did not stop their activities but continued to plan intelligently toward the concept of a total library as a cultural center for the city. This attitude deserves the highest commendation, not only on the part of the Service to the Community Committee, but, also, of this Board.

The people of St. Albans have raised considerable sums of money through a carnival which utilizes participation on the part of the entire community. From this activity they have accumulated $25,000 for current use in making the requested addition to their library. Several hours spent on Sunday among the citizens having no relationship with the library other than that of readers, convinced me that all citizens in St. Albans feel that they have a vested interest in and a responsibility for the public library. Thus, the library is truly a community project.

On Friday the St. Albans representatives assured the Service to the Community Committee they would be responsible for raising the additional $9,000 in order to meet the $33,640 necessary to pay the local share when coupled with requested Federal grants. I was assured last week-end by many citizens of the community, other than those who met with us, that this sum could be raised.

I cannot stress strongly enough my feeling that the attitude of the people of St. Albans and the efforts that they have displayed in the past and are willing to continue in the future deserve the full support of the Kanawha County Library Directors.

Commendation of this attitude and effort can best be shown by favorable action on the part of the Board in submitting the application for needed funds from the Federal government. Actually, we have in this instance everything to gain and nothing to lose.

I wish to emphasize, too, that delay is costly, as I have attempted to show, and may well spell impossibility to the project. There is every reason to believe the federal funds are available now. Such funds may not exist in the very near future.

It is with these thoughts in mind, and with the recognition of an outstanding community effort to make the St. Albans Library even more serviceable to the city, that I move that this Board approve the application for Federal funds amounting to $134,560 and immediately forward the application to the West Virginia Library Commission with a request for favorable action.

/s/ Charles Hopkins
Member, Kanawha Co. Public Library Board

12/10/68

Following discussion, the motion was seconded by Mr. Ray and it carried.

Library Board Membership Committee. Mr. Hopkins presented the report of the Committee and submitted the name of Harold F. Hartman, Jr., of South Charleston, West Virginia, to fill the unexpired term of Arthur Hanson, deceased.

Mr. Hartman is a Project Engineer of the South Charleston Union Carbide Corporation. He came to South Charleston in 1963 from Oakridge, Tennessee, where he had served for three years as an Engineer in the Atomic Energy Plant operated by Union Carbide Corporation.

Mr. Hartman is a graduate of LaFayette College (1956) with a B.S. degree in Chemical Engineering. He also has a M.S. degree in Chemical Engineering from Northwestern University granted in 1960.

After discussion, the following resolution was adopted:

> RESOLVED, That Harold F. Hartman, Jr., of South Charleston, be nominated to the Library Board to fill the unexpired term of Arthur Hanson, deceased, which ends June 30, 1969; and,
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Gifts, Bequests and Endowments Committee. Mrs. Anderson, Chairman, reported that the job of evaluation of the total gift to the Library by John Hanson in memory of his father, the late Arthur Hanson, has begun and is taking longer than was expected. She stated that an assortment of popular non-fiction and paperbooks have been evaluated. Their values are as follows:

101 assorted paperback titles	$ 8.10
121 assorted non-fiction titles	244.00

Work on the specialty items which includes rare, first edition and signed books remains to be done.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 14, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 14, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Springer

Mr. Stone welcomed Mr. Hartman. Also present was Miss Wilma G. Brown, Chief, Boys and Girls Librarian, who was welcomed and introduced to the members present.

Correspondence. The Director reported that a letter dated January 10, 1969, signed by Mr. Walter F. Snyder, Superintendent of Schools, had been received which stated that the Kanawha County Board of Education unanimously elected Mr. Harold F. Hartman, Jr. to fill the unexpired term of Arthur Hanson which ends June 30, 1969. The letter was ordered received and filed.

Director's Monthly Report. The Director's report was prepared and would be mailed to the members of the Library Board.

Approval of Bills. The Director submitted Book Bills List No. 139 and General Bills List No. 139, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 138, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Committee Assignments. The President announced that membership to the Board of Directors Standing Committees for 1969 was completed. These committees are: Book; Budget; Building and Grounds; Finance; Gifts, Bequests and Endowment; Personnel; and Service. He stated that committee assignments were generally made after the annual meeting of the Library Board. However, the filling of committee vacancies was deferred until board vacancies have been filled as they are now. The President ordered that a copy of the committee rosters be filed with the minutes of this meeting and that a copy be mailed to each member.

The Director displayed a map of Kanawha County showing the residence of each board member by magisterial district.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. The replacement of thirty-three defective tubes was completed by Welding, Inc. Upon motion by Mr. Lovenstein, seconded by Mr. Snyder, the following resolution was adopted:

RESOLVED, That Welding, Inc., of Charleston, West Virginia, be paid a sum of $516.13 for furnishing labor and equipment to install boiler tubes supplied to the Library, without cost, by the manufacturer.

2. The Chairman recommended that periodical analyses be made of the boiler treatment water by an independent testing company.

3. The Chairman informed the members present that because of a favorable South Charleston library building project cost, it would not be necessary to expend the sum of approximately $35,000 as heretofore anticipated. In subsequent action, the South Charleston Library Board solicited and received approval from the West Virginia Library Commission to amend the construction budget which would permit the purchase of additional land (adjacent and for expansion purposes) and acquisition of additional furniture and equipment.

Gifts, Bequests and Endowment Committee. Mrs. Anderson, Chairman, reported that the responsibility of evaluating the gift to the Library by John Hanson made in memory of his father, the late Arthur Hanson, has been completed. She stated that the total value of the gift was $7,060.10. Mrs. Anderson said that a letter of thanks and appreciation was mailed to Mr. John Hanson for the valuable and useful gift.

Services to the Community Committee. In the absence of Mr. Kleeman, Chairman, Mr. Springer reported the following:

1. The Committee is expecting to meet, during the week of January 20, 1969, with the Mayor of South Charleston to consider the Memorandum of Understanding.

2. The Director was in receipt of a letter from Miss Dora Ruth Parks, West Virginia Library Commission, stating that the application for

Title II Construction Funds under the Library Services and Construction Act had been received and filed.

3. Local matching funds for the project noted above, totalling approximately $33,000 have been invested and are earning a substantial interest.

4. Mr. Springer was elected Chairman of the Trustees Section of the West Virginia Library Association and attended a meeting of the Executive Board held in Parkersburg.

5. He discussed Senate Bill Number 39 introduced by the Senate President, Mr. Jackson; and House Bill Number 536 introduced by the Speaker, Mr. Boiarsky. The purpose of this bill is to permit cash grants from the state to public libraries.

Personnel Committee. Mr. Snyder, Chairman, presented the application of Frank Cooper, former Carbide Research Librarian, to be employed under the Public Library Trainee Program. Following discussion, upon motion by Mr. Snyder, seconded by Mr. Springer, the following resolution was adopted:

RESOLVED, That Frank Cooper be employed as a Public Library Trainee, beginning January 1, 1969, at a monthly salary of $485.

NEW BUSINESS

ALA Midwinter Meeting. Mr. Snyder moved, Mr. Ray seconded, that the Library Board approve the payment of the expenses of the Director incurred in attending the American Library Association Midwinter Meeting in Washington, D. C., January 26-February 1, 1969. Motion carried.

Department Head Visit. Miss Wilma Brown, Chief, Boys and Girls Librarian, spoke of the purposes and activities of the children's department. There was discussion afterwards.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 11, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 11, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Dr. Harper
Mr. Hartman
Mr. Jacobson
Mr. Lovenstein
Mr. Snyder
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the January 14, 1969, meeting were approved.

Director's Monthly Report. The Director's report was prepared and would be mailed to the members of the Library Board.

Approval of Bills. The Director submitted Book Bills List No. 140 and General Bills List No. 140, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 139, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported the following:

1. The Library was in receipt of a Field Water Test Report from the Mogul Corporation dated January 23, 1969. Mogul Corporation's recommended level of treatment in a closed system, such as the Library's, should be 150 parts per million. The Library's system showed a reading of 160 parts per million. The report read, "this is more than sufficient to maintain the system."

2. The Library's comprehensive insurance policy covers, in part, the following:

Building (including St. Albans)	$2,147,500
Library Materials	1,725,250
Special Books (Special Collection)	34,286
Paintings	7,250
Liability	1,000,000
	$4,914,286

Mr. Lovenstein said that a complete and detailed report could be made available at a later meeting.

Personnel Committee. Mr. Snyder, Chairman, spoke of the duties and responsibilities of the Personnel Committee. He then reviewed the present policy of sick and bereavement leave as it affected full-time employees of the Kanawha County Public Library. He read from the statute establishing the Kanawha County Public Library:

> Section 7. Status of Employees - All employees of the public library hereby created shall be deemed to be employees of the board of education of the county of Kanawha insofar as the provisions of Chapter twenty-three,....

Mr. Snyder reported that Kanawha County Board of Education adopted a new policy of sick and bereavement leave which was made effective July 1, 1968. Although the language of the statute is clear, it was felt that this matter be spread upon the minutes of this meeting for information. There was discussion. Afterwards, upon motion by Mr. Snyder, seconded by Mr. Lovenstein, the following resolution was adopted:

> RESOLVED, That the full-time employees of the Kanawha County Public Library receive the same sick and bereavement leave benefits as provided by the Board of Education of the County of Kanawha and that these provisions be made retroactive to July 1, 1968. A copy of "Rules and Regulations Governing Employees Sick and Bereavement Leave" is attached to these minutes.

NEW BUSINESS

Budget - Unexpended Salaries. It was moved by Mr. Lovenstein, seconded by Mr. Springer and unanimously

> RESOLVED, That the unexpended balance in the Salaries Account which is the result of unfilled positions on the Library staff, be spent for the employment of temporary personnel, for operating expenses and/or other library purposes.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

Upon motion by Mr. Snyder, seconded by Mr. Lovenstein, the meeting was recessed until 4:00 p.m. on February 25, 1969, at the same place.

President

Nicholas Winnick

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
Charleston, West Virginia 25301

RULES AND REGULATIONS GOVERNING EMPLOYEES SICK AND BEREAVEMENT LEAVE

1. Sick Leave is defined as absence due to personal illness which keeps the individual from his regular assignment. It also provides for bereavement leave.

2. A death in the immediate family shall entitle any certified full-time employee to a leave of absence for a period of three (3) days without loss of salary. An additional two days' leave without loss of salary may be granted wherein it is necessary for the employee to travel more than three hundred miles each way to attend the funeral. Any extension of leave, however, will result in loss of pay. The term "immediate family" includes the following: mother, father, sister, brother, husband, wife, child, grandparents, parents-in-law, sister-in-law, brother-in-law, or any relative living in the same household of the employee.

3. During any one fiscal year, all regularly employed personnel shall be allowed, subject to the following rules and regulations, full daily salary for a maximum of 1.5 days per month of the employment term, exclusive of holidays, for absence due to personal illness, or absence due to bereavement leave, or a combination of both, cumulative to a total of 60 days. (Does not apply to substitute or casual part-time personnel.)

4. Claims for sick or bereavement leave shall be filed with the Administrative Office within the payroll period during which the absence occurred, on a prescribed certificate.

5. Claims for leave shall be signed by the department head. Claims for more than three (3) days in case of illness shall also be signed by a duly licensed physician.

6. The Administrative Office shall keep, or cause to be kept, a record of absences due to illness or bereavement leave, filed claims under the regulations, and shall submit such report of these records at the discretion of the Kanawha County Public Library Board of Directors.

7. All absence for personal illness or bereavement leave should be filed regardless of number of days previously claimed or due.

8. Once an employee resigns a position in the Kanawha County Public Library all accumulated sick leave will be cancelled.

February, 1969

MINUTES OF A RECESSED MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 25, 1969

A recessed meeting of the Board of Directors of the Kanawha County Public Library was held on Tuesday, February 25, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Jacobson
Mr. Lovenstein
Mr. Maurice
Mr. Ray
Dr. Wallace

The President called the meeting to order and served as Chairman of the meeting and the Director served as Secretary of the meeting. The Secretary reported that a quorum was present and the Chairman announced that the meeting was ready to transact business.

The President stated that the purpose of the meeting was to consider and approve the Library Budget for the fiscal year 1969/1970 and for the purpose of considering the Memorandum of Understanding between the Kanawha County Public Library Board of Directors and the South Charleston Library Board of Directors. A copy of the notice is filed with the minutes of this meeting.

Budget Committee. Mr. Jacobson, Acting Chairman of the Budget Committee, reported that the Committee met on February 24, 1969, to consider the budget for the fiscal year 1969/1970 with Mr. Lovenstein, Mr. Jacobson, Mr. Ray and Mr. Snyder present. Mr. Thomas, Chairman,

was out of the city. Copies of the proposed budget as approved and recommended by the Budget Committee were distributed to the members present. After discussion, upon motion duly made and seconded, the budget for the fiscal year 1969/1970 as so proposed and recommended was approved and adopted by unanimous vote of the board members present.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County.

Mr. Ray moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1969, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Mr. Ray moved that the following resolution be adopted:

RESOLVED, That a copy duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1969, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Mr. Ray moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1969, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

There was discussion as to the most efficient procedure for keeping advised as to the assessed valuations of property in the County of Kanawha and the City of Charleston. Upon motion by Mr. Ray, seconded by Mr. Jacobson, it was moved that the Director be authorized and directed to work with Mr. Aaron Rapking, Assistant Superintendent of Financial Affairs, Kanawha County Schools, and to certify to the Budget Committee the newly assessed valuations each year when they

become complete and available and to prepare the relative percentages of allocation based upon such assessed valuations. A vote being taken, the motion carried.

Upon motion by Mr. Jacobson, seconded by Mr. Lovenstein, it was moved that the Director submit the proposed annual budget to the Budget Committee on or before the 15th of January of each year. A vote being taken, the motion carried.

Services to the Community Committee. In the absence of Mr. Kleeman, Chairman, Mr. Stone, President, reviewed the South Charleston Branch Library situation citing earlier meetings held with the immediate past president of the South Charleston Public Library Board of Directors (Mr. Arant), the Memorandum of Understanding and the Services to the Community Committee meeting held in South Charleston's City Building on January 24, 1969, with the following persons present:

> Mr. McIlwain, Mayor; Mr. Bowles, City Attorney; Mr. Bryan, President; Mrs. Starr and Mrs. Turner, Library Board Members.
>
> Mr. Kleeman, Chairman, Services to the Community Committee; Mr. Hartman, Mr. Hopkins, Mr. Springer, Committee members and Mr. Winowich, Library Director.

Afterwards, the Director was asked to read from a memorandum of a conversation Mr. Kleeman had with Mayor McIlwain on Tuesday, February 25, 1969, at approximately 10 o'clock. Following considerable discussion, it was suggested that the Library Board take no action at this time.

On motion duly made, seconded and carried, the meeting adjourned.

President

Secretary

NOTICE

To the Members of the Board of Directors:

A recessed meeting of the Board of Directors of Kanawha County Public Library will be held in the Board Room of the Library in the City of Charleston, West Virginia, at four o'clock p.m. on Tuesday, February 25, 1969, for the purpose of considering and approving the Library Budget for the fiscal year 1969/1970 and for the purpose of considering the Memorandum of Understanding between the Kanawha County Public Library Board of Directors and the South Charleston Public Library Board of Directors.

Dated this 12th day of February, 1969.

By Nicholas Schmidt
Secretary

BUDGET 1969/1970
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING EXPENSES		
Salaries		
Professional	$166,160	
Non-Professional	155,650	
Substitutes	2,800	
	$324,610	
Books		
Books	$ 93,354	
Binding	6,100	
Periodicals	6,000	
	$105,454	
Other Expenses		
Salaries - Building	$ 31,890	
Building Supplies	3,200	
Furniture and Equipment	2,950	
Insurance	3,700	
Memberships	265	
Miscellaneous	1,325	
Office and Library Supplies	12,850	
Printing	950	
Repairs and Maintenance	2,500	
Service Contracts	3,825	
Social Security	15,415	
Travel	1,475	
Utilities	24,500	
Vehicles - Repairs and Expense	2,900	
Workmen's Compensation	510	
	$108,255	
TOTAL OPERATING EXPENSES		$538,319
CAPITOL IMPROVEMENT		
Building Purchase Contract		37,776
TOTAL BUDGET		$576,095

Receipts

Board of Education	$200,136	
County Court	200,136	
City of Charleston	87,484	
St. Albans	10,000	
Miscellaneous	16,000	
Federal Grant-In-Aid	37,939	
State Sinking Fund	9,400	
Balance with Sheriff	15,000	
Total	$576,095	
Building Purchase Contract	37,776	
Total for Operations		$538,319

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1969/1970

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,366.66	$ 16,400
Chief Children's Librarian	Wilma Brown	775.00	9,300
Chief Circulation Librarian	Ruth Figgatt	775.00	9,300
Chief Extension Librarian	Helen Miller	725.00	8,700
Chief Processing Librarian	Doris Walker	775.00	9,300
Chief Reference Librarian	Frances Gerard	700.00	8,400
Circulation Librarian	Frances Dillinger	700.00	8,400
Circulation Librarian	Alice Gygax	725.00	8,700
Circulation Librarian	Eleanor Keenan	675.00	8,100
Circulation Librarian	To Be Appointed	700.00	8,400
Reference Librarian	June Martin	675.00	8,100
Reference Librarian	Harold McKinstry	650.00	7,800
Extension Librarian	Evelyn Coskey	650.00	7,800
Extension Librarian	To Be Appointed	600.00	7,200
Branch Librarian	Clara Hampton	725.00	8,700
Preparation Librarian	Robert Simmons	550.00	6,600
Processing Librarian	Rita Young	625.00	7,500
Federal Grant-In-Aid			17,460
			$166,160

Non-Professional Staff

Executive Assistant	Lorena Ammar	$ 600.00	$ 7,200
Special Clerk, Processing	Mae Thomas	415.00	4,980
Special Clerk, Branch	Henrietta Kidd	400.00	4,800
Special Clerk, Branch	Martha Moran	400.00	4,800
Junior Clerk, Branch	Virginia Gilbert	310.00	3,720

Position	Employee	Monthly Salary	Annual Salary
Special Clerk, Office	Barbara Steele	$ 400.00	$ 4,800
Junior Clerk, Office	Carolyn Sparks	280.00	3,360
Special Clerk, Extension	Laverta Spurlock	400.00	4,800
Junior Clerk, Extension	Franca Martin	340.00	4,080
Junior Clerk, Extension	Janet McCune	310.00	3,720
Junior Clerk, Extension	Regina McLendon	295.00	3,540
Junior Clerk, Extension	Susan Pauley	295.00	3,540
Junior Clerk, Processing	Brenda Crowder	295.00	3,540
Junior Clerk, Processing	Juanita Fields	295.00	3,540
Junior Clerk, Processing	Sharon Harrison	280.00	3,360
Junior Clerk, Processing	Joy Humphries	280.00	3,360
Junior Clerk, Processing	Sandra Trimble	280.00	3,360
Junior Clerk, Processing	Patricia Whitlock	310.00	3,720
Junior Clerk, Processing	To Be Appointed	295.00	3,540
Junior Clerk, Circulation	Cortez Johnson	340.00	4,080
Junior Clerk, Circulation	Janet Knight	295.00	3,540
Junior Clerk, Circulation	Iris Lyall	325.00	3,900
Junior Clerk, Circulation	Sara Meadows	310.00	3,720
Junior Clerk, Circulation	Jacquelyn Richardson	280.00	3,360
Junior Clerk, Circulation	John Edward Topliff	295.00	3,540
Junior Clerk, Circulation	Becky Wright	310.00	3,720
Senior Clerk, Boys and Girls	Betty Jane Harper	340.00	4,080
Junior Clerk, Boys and Girls	Mary Lee	295.00	3,540
Junior Clerk, Boys and Girls	Rosa Provenzano	280.00	3,360
Junior Clerk, Boys and Girls	To Be Appointed	280.00	3,360
Junior Clerk, Reference	To Be Appointed	280.00	3,360
Mobilibrary Driver	Floyd Bowen	480.00	5,760
Messenger	To Be Appointed	335.00	4,020

Position	Annual Salary
Pages - 90 hours per week x 52 @ $1.30	$ 6,100
Pages - 234 hours per week x 52 @ $1.00	12,200
Aides - 75 hours per week x 52 @ $1.60	6,250
	$155,650

Substitutes

1 librarian equivalent to 3 months (circ.)	$ 1,800
1 truck driver for deposit collections	500
1 substitute Mobilibrary driver	500
	$ 2,800

Books

Books		
Boys and Girls	$12,000	
Circulation	24,000	
Extension	25,000	
Reference	10,000	
Federal Grant-In-Aid	20,479	
		$ 91,479
Phonograph Records	$ 1,700	
Binding	6,100	
Periodicals	6,000	
Postage	175	
		13,975
		$105,454

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James L. Thomas	$650.00	$ 7,800
Custodian	Bernard Ellis	340.00	4,080
Custodian	Herbert Hundley	355.00	4,260
Custodian	To Be Appointed	280.00	3,360
Janitor (Part-time)	Moses Adams	170.00	2,040
Janitress (Part-time)	Constance Acoff	140.00	1,680
Elevator Attendant	Mary Jackson	280.00	3,360
Custodian, Branch (Part-time)	Hubert Buckner	147.50	1,770
Guard	Clarence Jones	295.00	3,540
			$31,890

Building Supplies

Fluorescent tubes and incandescent lamps	$ 500
Wax, steel buffing pads, brooms, mops, soap and other items	2,500
Uniforms	200
	$3,200

Furniture and Equipment

Typewriters	$ 880
Typewriter Stand	35
Book Trucks	1,065
Kik-Step Stools	95
Desks	875
	$2,950

Insurance

Comprehensive Insurance Program	$3,700

Memberships

American Library Association	$210
West Virginia Library Association	5
Library Automation Research/Consulting	50
	$265

Miscellaneous

Ads in library publications	$ 50
Legal advertising	230
Audit	280
Refunds on lost books - paid	350
Refunds on deposits	15
Petty cash disbursements	400
	$1,325

Office and Library Supplies

Office Supplies	
Stencils, inks, pencils, paper, stationery, printed forms and other supplies	$ 3,000
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	5,000
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	550
Postage	
Postal cards, stamped envelopes and stamps	4,300
	$12,850

Printing

Annual reports - 1,000	$200
Mobilibrary - Fall/Winter schedules	225
Mobilibrary - Summer schedules	225
Publications - booklists, bookmarks, posters and informational literature	300
	$950

Repairs and Maintenance

General repairs and maintenance	$2,500

Service Contracts

Office Machines	$1,200
Property Protection Company - recharging of fire extinguishers	35
Elevators (2) Booklift (1)	2,340
Fire Alarm System	100
Air Conditioning	150
	$3,825

Social Security

Contribution on earnings up to $7,800	$15,415

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting	$ 275
Director to attend American Library Association Midwinter Meeting	300
Director and two staff members to attend American Library Association annual Summer Meeting	600
Johnson Control Equipment Summer Workshop	300
	$1,475

Utilities

Electricity	$15,900
Gas	2,000
Telephone	2,500
Sewerage	1,850
Water	2,250
	$24,500

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for Mobilibrary and truck	$2,000
Washing and waxing Mobilibrary and truck	100
Mobilibrary and truck - maintenance and repair	800
	$2,900

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 10¢ per $100	$315
Amount based on Class K-4 employees (building staff) at 35¢ per $100	110
Amount based on Class G-11 employees (Mobilibrary drivers) at 80¢ per $100	85
	$510

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 11, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 11, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Hartman
Mr. Jacobson
Mr. Kleeman
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the February 11, 1969, and February 25, 1969, meetings were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. There were additional comments and discussion on library related legislation, possible funding of the second-story addition to the St. Albans Branch and messenger services consisting of communicating and interacting with people who fail to return library materials after they have been declared overdue. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 141 and General Bills List No. 141, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 140, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. Mr. Kleeman, Chairman, reviewed the South Charleston Branch Library situation. In addition to the information made available previously, he reported the following:

1. Telephone conversations that he and the Director had with Mrs. Helen Starr, member, South Charleston Public Library Board of Directors. It was Mrs. Starr's position that a majority of the Board favored a deed of conveyance to the Kanawha County Public Library.

2. The South Charleston Public Library Board, through Mrs. Starr, was attempting to seek a legal opinion from the Attorney General.

3. Mr. Kleeman was in receipt of a document prepared by Mr. Stone which stated, in effect, that one public body could convey real and personal property to another public body when the public interest and welfare were served.

4. The position of the West Virginia Library Commission was explored and found to be: a) Reach a solution insuring the operation of the South Charleston Public Library as a branch of the Kanawha County Public Library. b) If solution could not be concluded as indicated above, the West Virginia Library Commission would be concerned because representations were made in the application for federal funds and orally that the South Charleston Public Library would become a branch of the Kanawha County Public Library. c) In the future, all applications for federal construction funds received from municipal libraries in counties where county libraries are located would be considered only if the local library agrees to become a branch of the county library system and appropriate signed documents are supplied to the Commission.

There was considerable discussion. Afterwards, it was the feeling of the members present that the President be authorized to prepare a contract, based upon the St. Albans agreement, and together with his legal opinion, reported previously, the Services to the Community Committee, Mr. Kleeman, Chairman, would meet, preferably in South Charleston with its Library Board.

Building and Grounds Committee. Mr. Lovenstein reported that the Library was in receipt of a Mineral Analysis Report of Water submitted by an independent laboratory, Commercial Testing and Engineering Company, dated February 27, 1969. Copies of the report were mailed to Mr. Robert Bryan and Mr. Bernard Jacobson for evaluation. The boiler manufacturer has been requested to furnish information showing the permissible limits or desirable values of boiler water for our boiler. Following receipt of this information we believe we can get a sound comparison and evaluation of the boiler water treatment.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A. L. Stone
President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 8, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 8, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Hartman
Dr. Harper
Mr. Hopkins
Mr. Ray
Mr. Snyder
Mr. Springer
Mr. Thomas
Dr. Wallace

Also present was Mrs. Doris Walker, Chief Catalog Librarian, who was welcomed and introduced.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the March 11, 1969, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. There was discussion to consider the proposed Municipal Reference Service. Afterwards it was moved by Mr. Hopkins, seconded by Mr. Snyder, that the project of establishing a special collection of books and periodicals referred to as the MUNICIPAL REFERENCE SERVICE be referred to the Services to the Community Committee. Motion carried. The Director's report was then accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 142 and General Bills List No. 142, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 141, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. Mr. Hopkins, in the absence of Mr. Kleeman, Chairman, reported for the Committee, which met in the new South Charleston Library on March 26, 1969.

In attendance representing the South Charleston Public Library Board were:

Mr. Bryan, President
Mrs. Starr
Mr. Stokes
Mrs. Turner

Representatives of City of South Charleston were:

Mayor McIlwain
Mr. Bowles, City Attorney

In attendance representing the Services to the Community Committee and the Kanawha County Public Library were:

Mr. Hopkins, Chairman
Mr. Hartman, Member
Mr. Springer, Member
Mr. Stone, President
Mr. Winowich, Library Director

The purpose of the meeting was an attempt to resolve the property transfer agreement. Mr. Hopkins reviewed and explained the Kanawha County Public Library's position in regard to the property transfer agreement. Statements were made by Mr. Bowles, Mayor McIlwain, Mrs. Turner, Mr. Stokes and Mr. Bryan. Mr. Bowles and the others questioned the legality of the conveyance.

Mr. Stone stated that he had no reservations as to the legality of the agreement and he emphasized the necessity of such a conveyance before the Kanawha County Public Library could assume the operational responsibility of the new South Charleston Library.

It was the opinion of the Services to the Community Committee that a decision by the South Charleston Library Board to operate the South Charleston Library on their own had been concluded prior to any meeting with representatives of the Kanawha County Public Library.

Mr. Hopkins expressed the Committee's concern about future relationships between the two groups. The Committee suggested the following for consideration:

1. That no action on the part of the Kanawha County Public Library be of a type which might lend itself to an interpretation of vindictiveness.

2. That future actions by Kanawha County Public Library be based upon requests of the South Charleston Public Library Board tempered by consideration of merit of the request and the ability of the Kanawha County Public Library to fulfill the request.

3. That services now being extended by the Kanawha County Public Library to the South Charleston Public Library, if not told otherwise by the South Charleston Library Board, should be continued.

After considerable discussion, upon motion by Mr. Ray, seconded by Mr. Snyder, it was moved that Mr. Stone write a letter to Mr. Bryan, President, South Charleston Public Library Board of Directors, citing the recommendations of the Committee and asking South Charleston the nature and extent of services to be rendered by the Kanawha County Public Library. Motion carried.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, the Director reported that suggestions were received from persons attending functions in The John V. Ray Room that the Library consider the installation of a platform so that members of the audience could view the speaker with ease and comfort. The Library Board authorized the Committee to contact E. L. Harris & Son, Inc. for an estimate of cost. The contractor stated that he would build and install a carpeted platform that would be 8" above the floor elevation for a sum of $361.00.

Upon motion by Mr. Snyder, seconded by Mr. Hopkins, it was moved that E. L. Harris & Son, Inc. be authorized to furnish materials and installation of a speaker's platform in The John V. Ray Room, for a sum of $361.00. Motion carried.

Library Board Memberships. It was moved by Mr. Hopkins, seconded by Mr. Ray, that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit: (i) Mr. Harold F. Hartman, Jr., for a term of six (6) years beginning July 1, 1969,

(ii) Mr. Donald F. Springer, for a term of six (6) years beginning July 1, 1969 and (iii) Dr. William J. L. Wallace, for a term of six (6) years beginning July 1, 1969. The motion carried. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Purchase Agreement - Sixth Payment. The Director reported that a sixth payment $38,782.55 ($15,098.55 of interest and $23,684.00 of principal) was due and payable on June 1, 1969, to General Services Administration Region III. Following discussion, it was moved by Mr. Ray, seconded by Dr. Wallace, that the said payment be made. Motion carried.

Department Head Visit. Mrs. Doris Walker, Chief Catalog Librarian, spoke of the purposes and activities of the Catalog Department. She stated that the Catalog Department is made up of three sections: ordering, technical processing and preparations and stated the purpose of each section. Various members of the staff were identified and their responsibilities and years of service were noted. There were questions and discussion afterwards.

Book Buying Conference. The Director reported that he had received an invitation to attend a book buying conference sponsored by the Baker and Taylor Company, the Library's wholesale vendor on April 28, 1969, in Pittsburgh, Pennsylvania, and requested permission to attend.

Upon motion by Dr. Wallace, seconded by Mr. Springer, the following resolution was adopted:

RESOLVED, That the Director be granted permission to attend the Automated Buying System for Libraries sponsored by the Baker and Taylor Company on April 28, 1969, and that his expenses of approximately $50.00 be paid.

Motion carried.

Insurance Committee. The Chairman reported that he had appointed an Insurance Committee consisting of Mr. Hopkins, Chairman, Mr. Kleeman and Mr. Thomas. The Insurance Committee would be added to the list of Standing Committees.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Kiniwich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 13, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 13, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Jacobson
Mr. Ray

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the April 8, 1969, meeting were approved.

Correspondence. The Director reported that the Library was in receipt of a letter signed by Mr. Walter F. Snyder, Superintendent of Schools, and dated April 23, 1969. The letter, read by the President, stated that the Kanawha County Board of Education unanimously approved the appointment of Harold F. Hartman, Jr., Donald F. Springer and Dr. William J. L. Wallace to the Kanawha County Public Library Board of Directors for six-year terms beginning July 1, 1969. Following comments, the letter was ordered filed.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. There was considerable discussion of the public school and college/university

library related programs, federally funded, which were scheduled to suffer budgetary reductions. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 143 and General Bills List No. 143, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 142, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, the Director reported that permission had been granted to the Kanawha Banking and Trust Company to locate a heavy duty truck and crane on the Promenade so that a safe could be removed from the building and provided that the bank would be responsible for all damages to the Library's property and would agree to its replacement and repair. In the removal, the weight of the safe caused some sections of the sidewalk to crack. The Kanawha Banking and Trust Company agreed to begin and complete sidewalk repairs as soon as their Promenade work has been completed.

The Director also reported that the Kanawha Banking and Trust Company had asked for permission to install a temporary stand on the Promenade (the walk way connecting Capitol and Summers Streets) to serve refreshments during their Open House scheduled for June 28 or June 29, 1969. They agreed and accepted responsibility for cleaning up the premises and for any damages incurred. After discussion, it was moved and seconded that Mr. Lovenstein and the Director be authorized to act upon the request from the Kanawha Banking and Trust Company and that, the request be answered in writing.

Services to the Community Committee. Mr. Stone reported in the absence of Mr. Kleeman, Chairman. He stated the following:

1. A letter had been written and sent to the South Charleston Public Library Board of Directors from the Library Board of Directors on April 10, 1969. See attached.

2. The Library was in receipt of a reply from Mrs. Albert Starr, Secretary of the South Charleston Library Board, stating that the South Charleston Library voted to decline the proposal of the Kanawha County Public Library Board as stated in their letter of April 10, 1969. See attached.

3. The Library was in receipt of a letter dated May 6, 1969, see attached, from Mrs. Albert Starr requesting consideration of the following:

    a. The Kanawha County Public Library continue to issue its library borrowers cards through the South Charleston Public Library; and,

    b. Assist with occasional processing of new books.

After discussion, it was moved and seconded that the Kanawha County Public Library continue to issue its library borrowers cards to the South Charleston Public Library until otherwise directed by the Library Board of Directors of Kanawha County Public Library.

4. Mrs. Louise Hayslett had requested in her letter of May 8, 1969, addressed to Mrs. Miller, Chief Extension Librarian, that the Kanawha County Public Library through its Extension Department continue the practice of lending books to that institution. There was discussion concerning the nearly 3,000 adult and children's books which are currently on loan in the South Charleston Public Library. It was the feeling among the members present that these books, at the request of the South Charleston Public Library Board, remain on loan at South Charleston for the use of South Charleston's patrons and staff. Afterwards, it was suggested that the request be referred to the Services to the Community Committee for consideration and the Committee report its recommendations to the next meeting of the Library Board.

5. The letter dated May 9, 1969, to the Director from Mrs. Hayslett was also read.

After discussion, the President stated that copies of the foregoing letters concerning South Charleston be a part of the minutes of this meeting.

NEW BUSINESS

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Hopkins, Chairman, Mrs. Anderson, and Mr. Ray to consider and recommend nominations for the election of officers for 1969/1970.

Community Council of Kanawha Valley, Inc. Mr. Stone named Mrs. Anderson and the Library Director as delegates to the Community Council of Kanawha Valley, Inc.

Middle Atlantic Regional Library Federation, Inc. - Philadelphia. The Director reported that a meeting of the Planning Committee, of which he is a member, of the Middle Atlantic Regional Library Federation, Inc. is scheduled to be held in Philadelphia, Pennsylvania, on May 26, 1969.

Upon motion by Mrs. Brown, seconded by Mr. Jacobson, the following resolution was adopted:

> RESOLVED, That the meals and incidental expenses of the Director, not to exceed $50.00, be paid for attendance at the Middle Atlantic Regional Library Federation Inc., Planning Committee Meeting to be held in Philadelphia, Pennsylvania, on May 26, 1969.

Motion carried.

Institute on Readers Advisory Services. The Director reported that he has encouraged Mrs. Alice Gygax who has applied to be a participant in the Institute on Readers Advisory Services sponsored by the United States Office of Education and University of Pittsburgh Library School for the period July 7-25, 1969. Upon motion by Mr. Ray, seconded by Mr. Jacobson, the following resolution was adopted:

> RESOLVED, That Mrs. Alice Gygax be granted permission to attend the Institute on Readers Advisory Services sponsored by the U. S. Office of Education and the University of Pittsburgh Library

School on July 7, 1969, through July 25, 1969, and that her transportation expenses not to exceed $50.00 be paid.

Motion carried.

Institute on Library Services for the Physically and Visually Handicapped. The Director reported that he has encouraged Mrs. Aaron Rapking who has applied to be a participant in the Institute on Library Services for the Physically and Visually Handicapped sponsored by the United States Office of Education and the University of Michigan Department of Library Science for the period of July 13-18, 1969. Upon motion by Mrs. Anderson, seconded by Mrs. Brown, the following resolution was adopted:

RESOLVED, That Mrs. Aaron Rapking be granted permission to attend the Institute on Library Services for the Physically and Visually Handicapped sponsored by the U. S. Office of Education and the University of Michigan Department of Library Science on July 13, 1969 through July 18, 1969, and that her transportation expenses not to exceed $100.00 be paid.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 10, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 10, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Hartman
Mr. Kleeman
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the May 13, 1969, meeting were approved.

Director's Monthly Report. The Director presented his report on the activities of the Library for the month of May. There were additional comments and discussion on hospital patient library services, the Reference Department's involvement in a local history project and the numbers of books on loan to the libraries in Kanawha County. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 144 and General Bills List No. 144, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mr. Springer, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 143, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Springer, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. Mr. Kleeman, Chairman, reported that the Committee met on May 19, 1969, to consider requests submitted by the South Charleston Public Library. Letters were received from Mrs. Albert Starr, Secretary, and Mrs. Louise Hayslett, Librarian. Mr. Kleeman stated that the Kanawha County Board of Directors, at its meeting held on May 13, 1969, voted to continue to issue its library borrowers' cards through the South Charleston Public Library. The Chairman then presented a copy of the letter, previously considered and approved by the Services to the Community Committee. The letter reads as follows:

"June 10, 1969

"Mrs. Albert Starr, Secretary
South Charleston Public Library Board
123 Fourth Avenue
South Charleston, West Virginia 25303

"Dear Mrs. Starr:

"We have received recent requests from you and Mrs. Hayslett regarding guidance and planning for the operation of the

South Charleston Public Library. Our general policy of friendly cooperation has been ably stated by our Board President, Mr. A. G. Stone, in his April 10, 1969 letter. This general policy is reflected in the following specific answers.

"The Board at its May 13th meeting authorized continuance of the present arrangement of issuing library cards and will do so until future experience suggests that we reconsider.

"This Committee will recommend to the Board that the Kanawha County Library provide guide lines with respect to new book cataloging if you: (1) purchase the necessary new card kits and, (2) continue to have a member of your clerical staff obtain information about books that are already cataloged at our 123 Capitol Street facility.

"This Committee also will recommend: (1) continuance of our book loan program and the depositing of those books that are available, and consideration of your specific requests as well as those from other libraries, and, (2) providing guidance by reviewing the original plans for operating the South Charleston Library. Arrangements regarding a mutually suitable time, place and content can be made with Mr. Winowich, Director.

"Additional requests can be directed to Mr. Winowich and will receive cordial and prompt consideration from the Staff, the Services Committee, and Board of Directors of the Kanawha County Public Library.

Very truly yours,

Sydney M. Kleeman
Chairman, Services Committee
Kanawha County Library Board

SMK:cs

cc: Mrs. Louise Hayslett"

Following discussion, on motion by Mr. Kleeman, seconded by Mr. Ray, it was moved that the letter submitted by the Chairman of the Services to the Community Committee, dated June 10, 1969, be approved

and sent to Mrs. Albert Starr, Secretary of the South Charleston Public Library Board. Motion carried.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the Director had written to Mr. Malcolm Duncan, the library's project architect, regarding the installation of a speaker's platform in The John V. Ray Room. The Director, he said, was in receipt of a reply dated June 9, 1969, including a drawing which was viewed by the members present. The Chairman stated that E. L. Harris & Son, Inc. agreed to furnish labor, materials and installation of the platform for a sum of $665.00. After discussion, upon motion by Mr. Lovenstein, seconded by Dr. Riggleman, it was moved that the proposal, as submitted, be accepted.

Insurance Committee. In the absence of Mr. Hopkins, Chairman, the Director reported that the Committee met on May 16, 1969, to discuss the Library's insurance program. Its comprehensive policy is scheduled to expire in January, 1970.

NEW BUSINESS

Public Library Trainee Grants. The Director reviewed the Public Library Trainee Program and reported that the Library's three candidates have been accepted for graduate study. Each is scheduled to enter an American Library Association accredited library school during the fall term of 1969. The trainees are as follows:

Mrs. Hortenzia Rapking	- The Catholic University of America
Charlton Bertrand Smith, Jr.	- University of Maryland
Frank Cooper	- The University of Kentucky

Following discussion, it was moved by Mr. Williamson, seconded by Mr. Lovenstein, that the Application for a Supplementary Grant-In-Aid for Public Library trainee for the above-named persons be approved, signed and transmitted to the West Virginia Library Commission.

Outstanding Checks. Mr. Lovenstein reported that the Director has been informed by Mr. Aaron Rapking, Jr., Assistant Superintendent, Financial Affairs, Board of Education of the County of Kanawha, that certain outstanding checks, issued in previous years, should be cancelled with the proviso that they may be reissued should valid claims arise. The checks to be cancelled are as follows:

Date	Payee	Check No.	Amount
9-19-62	Thermo Fax Sales	334	$27.80
10-20-62	Patricia Deacon	433	1.50
11-14-62	Donna Foutche	577	.50
8-7-64	Publishers Weekly	192	12.00
9-18-64	Carter, M. S.	359	3.45
1-15-65	Sessions, I. D.	931	1.00
3-11-65	Waitman T. Barbe School	1224	4.48
6-18-65	Deacon, P.	1725	2.50
9-22-65	Larson, D.	380	2.45
12-27-65	Sacred Heart School	853	3.30
4-20-66	Sallie Lang	1511	2.05
4-20-66	Mary Richardson	1513	3.00
4-21-67	Weber Book Service	1459	7.44
6-27-67	Lorraine Kaul	1903	3.45
1-3-68	Charles Stanley	971	2.00
3-15-68	Sallie K. Young	1426	.95
			$77.87

Duplicate invoices for each of the above were exhibited.

After discussion, it was moved by Mr. Lovenstein, seconded by Mr. Williamson, that the Director be authorized to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Authorization to Lend Surplus Furniture and Equipment. The Director reported that certain items of surplus furniture and equipment previously used by the Library at its Lee and Hale Streets location had been loaned to the South Charleston Public Library. The loan included shelving, tables, chairs and window air conditioners. Recently, when the South Charleston Public Library moved into a new and attractively furnished building the above items were returned to the Kanawha County Public Library. The Director recommended that the surplus furniture and equipment be placed on loan to the following:

Coal Branch Heights Library
Upton Creek, Vista Improvement Service League Library
South Charleston Park and Recreation Department

After discussion, it was moved by Mr. Ray, seconded by Mr. Lovenstein, that the Director be authorized to make the loans to the above and that a record be made. Motion carried.

Grant-In-Aid 1969/1970. The Director reported that he had received information from the West Virginia Library Commission that the Library would receive $25,292.00 instead of $37,939.00 as listed in the 1969/1970 Budget. After discussion, it was suggested that the matter be referred to the Budget Committee.

American Library Association's Annual Conference. The Director stated that the Conference this year would be held in Atlantic City, New Jersey, from June 18-27, 1969. Upon motion by Mr. Snyder, and seconded by Mr. Springer, it was unanimously

Resolved, That the expenses for the Director not to exceed $300.00 and an allowance of $150.00 each for two staff members be paid for attendance at the American Library Association's Annual Conference, June 18-27, 1969.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 11, 1969

A special meeting of the Board of Directors of Kanawha County Public Library was held on Friday, July 11, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Hartman
Mr. Hopkins
Mr. Lovenstein
Mr. Maurice
Mr. Ray
Dr. Riggleman

The President presided. The President stated that the meeting which was also the Annual Meeting, had been called for the purpose of having an election of officers and to consider and act upon such other business as may come before the Board of Directors.

The Secretary reported that notice of meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the meeting be filed with the minutes of this meeting.

The minutes of the June 10, 1969, meeting were approved.

Director's Monthly Report. The Director presented his report on the activities of the Library for the month of June. There was discussion on federal funding in Kanawha County for library services and construction programs and the receipt and disposition of Robert M. Berg memorial gifts. Afterwards, the Director's report was

accepted and ordered filed.

Director's Annual Report. The Director presented highlights from the annual report for the fiscal year ending June 30, 1969. Reported on briefly and orally were:

1. Public library trainees and project.

2. This institutions cultural program - "Kanawha County Public Library Presents".

3. Inter-library loan cooperation involving a state communications network of 16 libraries using teletype machines.

4. New public library service extended to the visually and physically handicapped readers.

5. Consideration of Municipal Reference Library service.

6. Appointment of Mrs. Doris Wilson Walker and Mrs. Victor Young to the Catalog Department staff.

7. Platform (stage) to be installed in The John V. Ray Room.

8. Installation of handrails at the Capitol Street entrance.

9. A certificate of recognition was awarded to the Kanawha County Public Library for having had one of the best letterheads of 1968.

Following discussion, it was moved by Mr. Ray, seconded by Mr. Lovenstein, that the report be properly prepared and referred to the Book Committee for its consideration, review and suggestions, and, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed as the Director shall determine.

Approval of Bills. The Director submitted Book Bills List No. 145 and General Bills List No. 145, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 144, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. The Library is in receipt of the annual renewal of the maintenance service contract for two elevators and one booklift from the Haughton Elevator Company for the period July 1, 1969 - June 30, 1970. The monthly cost of the contract has increased from $194.72 to $212.91. After discussion, Mr. Lovenstein moved, Mrs. Brown seconded, that the annual maintenance service contract for the two elevators and one booklift with the Haughton Elevator Company for a sum of $212.91, payable monthly, be approved. Motion carried.

2. The roof of the St. Albans Branch Library is in need of repairs because of leaks in three different places. The five-year guarantee on the roof has expired. The Chairman suggested that Mr. Browder, contractor, Mr. King, architect and the Director meet at the St. Albans Branch to determine what should be done. After discussion and upon motion by Mr. Ray, seconded by Mr. Lovenstein, that following an inspection of the roof the Director be authorized to have the roof repaired. Motion carried.

Budget Committee. Mr. Ray suggested that the matter of the Federal Grant-In-Aid allocation be deferred until a later date.

Services to the Community Committee. Mr. Hopkins, member of a nationwide committee of citizens to Save Education and Library Funds, spoke of the deep concern about the proposed reduction in Federal appropriation affecting education and public, school and college/ university libraries. Supported by the American Library Association, Mr. Hopkins urged members of the Library Board to write to Congressmen Slack and Staggers and Senators Byrd and Randolph expressing concern while urging them to restore funds at least to last year's level of appropriations. Following considerable discussion Mr. Hopkins promised to have an informational sheet of details available for distribution to each member.

Election of Officers. Mr. Hopkins, Chairman of the Nominating Committee, presented the following report:

"July 11, 1969

It is with pleasure that the Kanawha County Public Library Board of Directors' Nominating Committee recommends the reelection of the following officers:

Mr. A. G. Stone, President
Mr. L. K. Lovenstein, Vice President
Mr. Nicholas Winowich, Secretary & Treasurer

The Committee further commends these officers for their outstanding leadership during the past year.

/s/ Charles Hopkins
Charles Hopkins, Chairman
John V. Ray, Member
Mrs. Wilson Anderson, Member"

Dr. Riggleman moved, Mr. Ray seconded, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mr. Hopkins took the chair and put the motion, which was carried, and the nominees were declared to be duly

elected. Mr. Stone resumed the chair.

American Library Association Summer Conference Expenses. The President reported that the Library Board at its June meeting, authorized the Director to attend the American Library Association Summer Conference in Atlantic City, New Jersey, with expenses paid not to exceed $300. The Director, he said, incurred additional and necessary expenses. Following discussion, Mr. Ray moved, Mr. Lovenstein seconded, that the Director be reimbursed $168.53 for the expenses incurred over and above the sum of $300 which was allotted to him in his attendance at the American Library Association Summer Conference held in Atlantic City, New Jersey, on June 18, 1969 to June 27, 1969. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A S Stone
President

Nicholas Winowich
Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304
ANAWHA COUNTY PUBLIC LIBRARY

To: Nicholas Winowich, Secretary of the Library Board
of Directors of the Kanawha County Public Library

Please send notice to the Board of Directors of Kanawha County Public Library that a special meeting will be held in the Board Room of the Library in the City of Charleston, West Virginia, at 4 o'clock p.m. on Friday, July 11, 1969, for the election of officers and to consider and act upon such other business as may come before the Board of Directors.

Dated this 17th day of June, 1969.

By _____
President

ANNUAL REPORT

1968/1969

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
William J. Frink (Resigned)
Arthur Hanson (Deceased)
O. M. Harper
Harold F. Hartman
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Walter F. Snyder
Donald Springer
L. Newton Thomas
William J. L. Wallace
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Frank Cooper
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
June Martin
Harold McKinstry
Helen Miller
Hortenzia S. Rapking
Gretchen Schwinger
Robert Simmons
Charlton Smith
Doris Walker
Rita Young

Non-Professional

Lorena Ammar
Augusta Black
Floyd Bowen
Juanita Brown
Virginia Gilbert
Betty Jane Harper
Sharon Harrison
Joy Humphries
Cortez Johnson
Henrietta Kidd
Janet Knight
Mary Frances Lee
Iris Lyall
Franca Martin
Janet McCune
Regina McLendon
Sara Meadows
Martha Moran
Ray Osborne
Susan Pauley
Rosa Provenzano
Jacquelyn Richardson
Carolyn Sparks
Laverta Spurlock
Barbara Steele
Mae Thomas
Sandra Trimble
Karen Welch
Patricia Whitlock

Building Staff

James L. Thomas, Building Superintendent

Bernard Ellis
Herbert Hundley
Mary Jo Jackson
Clarence Jones

24 Additional Part-Time Staff Members

ANNUAL REPORT 1968/1969

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1968, to June 30, 1969, is herewith submitted:

BOYS AND GIRLS DEPARTMENT

The Vacation Reading Club, sponsored and promoted by the Boys and Girls Department to keep alive the reading interests of children through the summer months, was successfully concluded on August 24, the last Saturday before the opening of school. Two hundred and seventy-two certificates of merit were awarded to boys and girls who had read at least 15 books. Last year 258 children earned reading club certificates.

In addition to all of the things the Boys and Girls Department is and does, as it relates to the reading needs, interests and tastes of children, parents and teachers, one feature that seems to capture the imagination and aesthetics of most visitors is the exhibits arranged in the two vertical cases. Almost always one can expect to see handsome and imaginative expressions of art forms (egg shells, for example, painted and representing famous characters found in children's literature). Many visitors stop to look at the displays prepared by talented clerical employees. Miss Brown said recently that she could tell if an exhibit was getting attention by looking for the number of nose prints left on the glass case.

BUILDING AND GROUNDS DEPARTMENT

One of the delightful events of the year occurred when several young ladies from the Charleston Job Corps (Elevenia Bradley, Paulette Saunders

and Cynthia Cain) expressed an interest in beautification; particularly in that area located on the Arcade side of the library building. The young ladies demonstrated their concern by raising money to purchase grass seed and spending the time and energy to prepare the soil and to do the plantings. Their efforts prompted interested citizens to offer gifts of marigolds and chrysanthemums which were placed in the Summers Street planters. We had grass in bald spots and colorful flowers in dull areas.

An installation of electrical repellent birdproofing was completed in November, 1968. The project helps to prevent pigeons from roosting on the buildings.

The installation of stainless steel handrails on the upper and lower Capitol Street steps was completed in November, 1968.

The logia step at the Capitol Street entrance was ramped on three sides according to drawings submitted by the project architect. Existing granite was used.

EXTENSION DEPARTMENT

The new Mobilibrary performed exceptionally well, particularly the air conditioner. Hot and humid weather was no longer a problem. The cool and comfortable interior offered an invitation to visit and suggested an attractive working situation.

New extension service areas were developed in the following places:

Hill Top Library at Coal Branch Heights
Kennedy Center
Opportunities Industrialization Center

FILMSTRIP COLLECTION

The Kanawha County Public Library, Charleston, West Virginia, introduced a service made possible with the receipt of a gift from the Charleston Daily Mail, Charleston Gazette and Charleston Gazette-Mail. It circulated educational filmstrips and kits to schools in and near Kanawha County.

The filmstrips are the product of the New York Times and the Associated Press. The materials emphasize contemporary developments both in the United States and abroad and should be of interest to junior and senior high school social studies classes.

LIBRARY SERVICES TO THE VISUALLY AND PHYSICALLY HANDICAPPED

This institution is able to provide public library services to the visually and physically handicapped readers of Kanawha County in cooperation with the West Virginia Library Commission and the Library of Congress under the Library Services and Construction Act, Title IV B.

The following resources were available for home use by persons with either a visual or physical disability who could not use conventional materials and equipment: talking books (phonograph recordings consisting of fiction and non-fiction titles), braillers, bed-specs, bed stands, page turners, magnetic tape and tape recorders. Large type books were valuable and useful to the program. Currently being directed by Miss Gretchen Schwinger, the venture was under the guidance of Mrs. Aaron H. Rapking until she left to attend Library School. It is funded by a Federal grant being administered by the West Virginia Library Commission.

A VISIT TO THE PUBLIC LIBRARY

Several members of the Appalachia Educational Laboratory staff visited the library on January 16, 1969, for the purpose of making a half-hour film to be shown on television Channel 4 located in the Oak Hill-Beckley area. It was called "A Visit to the Public Library" and featured Mrs. Patty Hughes, a teacher who has a regularly scheduled educational TV show on Channel 4; it also included various members of the library staff. A print of the film was made available to the Library.

AWARDS

A certificate of recognition was awarded to Kanawha County Public Library for having had a part in the design and production of one of the best letterheads of 1968 as selected by the judges of the sixth annual business letterhead competition sponsored by Advertising and Sales Promotion. Advertising and Sales Promotion is one of the leading trade publications seen and read by advertising agency people, printers and paper makers. Mr. Gene Lowe, formerly of DuPont, Crummett and Williamson and the library director were the designers of the library's letterhead.

DEPARTMENT HEAD VISITS

Heads of Departments were in attendance during some meetings of the Library Board. On each occassion the librarians spoke of their departmental goals and activities.

GIFTS

The Kanawha County Public Library is excited about the many generous and thoughtful expressions of kindness offered by individuals, organizations and institutions which have immeasurably enriched the quality, scope and depth of its materials collection. In the absence of specific recognitions, because there have been many, I should like to cite the following and suggest that it represent the kindness of all:

> The Library received a substantial gift from Mr. John Hanson, son of the late Board Member Arthur Hanson, as a memorial to his father. There were several hundred books, many first editions, some signed; several pieces of bronze sculpture, temporarily residing in the library director's office; oil paintings - one of Abraham Lincoln, by an unknown artist, and the other a Swedish landscape; an original Abraham Lincoln note with signature; a mahogany figurine; scrapbooks; pamphlets; statuary, bookends and framed etchings and photographs.

HOSPITAL PATIENT LIBRARY SERVICE

Many hospitals and nursing homes in the United States have patient libraries. Several years ago, you will recall, McMillan Hospital in cooperation with the Extension Department offered book truck library service to patients. The project was the responsibility of the volunteer ladies auxiliary. It was very successful. Within the matter of weeks, a substantial gift of money was received by the hospital from an appreciative patient reader.

Recently, Charleston Memorial Hospital and its ladies' auxiliary expressed an interest of a similar nature. Mrs. Craggs, Mrs. Bradford, Mrs. Miller, of our staff, and I met to discuss a patient library service program. A furnished room in the hospital has been promised and acquisition of a book truck by the auxiliary is assured.

Since hospital patients, in general, are a cross section of the community's population, reading materials of varied interests and tastes are essential. Doctors at McMillan Hospital and library literature spoke of a "therapeutic value of reading." We have received several letters from appreciative readers, formerly hospital patients.

The hospital library at Charleston Memorial would be staffed by volunteers, trained by members of our Extension Department staff and will include the loan of materials such as large print books and bed specs.

KANAWHA COUNTY PUBLIC LIBRARY PRESENTS

The poetry readings, dramatic presentations and book reviews received warm and enthusiastic receptions as demonstrated by the large numbers of people who attended each of the sessions in The John V. Ray Room.

The program for the season was as follows:

Date	Speaker	Topic
November 21, 1968	Bert Kiley and Kathy Whittington	An Evening With Poetry
January 23, 1969	Nathan Gerrard	Young Radicals
February 12, 1969	Willard L. Brown	From Slavery to Freedom: A History of Negro Americans
February 20, 1969	William Kirkland	The Existentialist Prolegomena
March 20, 1969	Mike Shaffer	Underground Films
April 17, 1969	Annie Liu	Chinese Literature
May 15, 1969	Dick Schoenberger	The Last Landscape

LIBRARY BOARD

A letter of resignation was received from Mr. William J. Frink who was scheduled to be transferred to Texas City, Texas by Union Carbide. The following resolution was adopted:

WHEREAS, W. J. Frink has been of service to his community and this Library as a member of its Board of Directors; and,

WHEREAS, W. J. Frink contributed immeasurably to the reality of a handsome and functional library building in St. Albans, West Virginia; and,

WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition his interest in and support of the Library's purposes and programs; therefore,

BE IT RESOLVED, That we accept with reluctance and personal loss the resignation of W. J. Frink; and, we wish for him and his family even greater happiness and success in their new home in Texas,

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting and a copy be sent to Mr. Frink.

MR. JOHN ARTHUR HANSON

The Library Board unanimously adopted the following resolution:

WHEREAS, It is with profound sorrow that we record here the passing of John Arthur Hanson, a native of Sweden, who died in Neshanic, New Jersey, on July 30, 1968; and,

WHEREAS, Mr. Hanson, who for many years had been an officer of the United Carbon Company, became a member of the Kanawha County Public Library Board of Directors in May, 1949, and was elected Vice-President in July, 1961. He gave unstintingly of his time, energy and talents in support of the Library's aims and purposes and contributed in every way to its growth and welfare. As a scholar and lover of books, his advice was invaluable and highly appreciated by the Library Board and Staff; and,

WHEREAS, Mr. Hanson's life work encompassed many fields in which he served with distinction and devotion becoming a credit to his community, his state, his adopted country and to this Library; therefore,

BE IT RESOLVED, In this, the first meeting since the death of our friend and fellow member, the Directors wish to give expression to their sense of personal loss, as well as to record the great loss to the Library,

RESOLVED FURTHER, That copies of this resolution be transmitted to the son and brother of Mr. Hanson, to whom we extend our sincerest sympathy, and that this remembrance be spread upon the minutes of this meeting.

Mr. Donald F. Springer of St. Albans, West Virginia was elected to fill the unexpired term of Mr. William J. Frink.

Mr. Harold F. Hartman, Jr., of South Charleston, West Virginia was elected to fill the unexpired term of Mr. Arthur Hanson.

Mr. Harold F. Hartman, Mr. Donald F. Springer and Dr. William J. L. Wallace each were duly elected to the Board of Directors for a term of six years beginning July 1, 1969.

LIBRARY RELATED LEGISLATION

Several bills relating to public libraries were introduced and acted upon favorably. They were:

Senate Bill #39: The statute declares that "the purpose of this bill is to permit cash grants from the state to public libraries."

House Bill #938: A bill to establish the Raleigh County Public Library. It provides an improved fiscal support from the County Court and Board of Education.

Governor Moore's Special Appropriation: A sum of $500.00 in seed money scheduled to be used for public library construction.

The Federal Bureau of the Budget ironically announced during National Library Week, April 20-26, 1969, that certain federal library assistance programs had a low priority value and would therefore suffer budgetary consequences. Library programs affected are the following:

1. Library Services and Construction Act

   Title I (Services). West Virginia's share would be reduced in half to $178,800.

   Title II (Construction). The state's share of public library construction money, $130,500, would be withdrawn.

2. Elementary and Secondary Education Act

   Title II (School library resources, textbooks and other instructional materials) - $500,000 for West Virginia, would be eliminated.

3. Higher Education Act

   Title II (College Library Assistance). The state's share would be reduced from $852,000 to $460,000.

MUNICIPAL REFERENCE SERVICE

For a long time we have felt the necessity for establishing a special collection of books and periodicals, housed in a separate but accessible and comfortable area of the library for the purpose of serving the elected officials of Kanawha County - mayors, members of councils and the county court as well as students of local government and other interested persons. The materials provide access to information of concern to local units of government in such matters, for example, as: housing, pollution, roads and taxes to name only a few subjects. It is identified as MUNICIPAL REFERENCE SERVICE and is the responsibility of the Reference Department.

PUBLIC LIBRARY TRAINEES

Like most other states, West Virginia suffers from a severe shortage of professionally trained librarians. In order to partially remedy the situation, funds provided by the Library Services and Construction Act were made available to the Kanawha County Public Library through the West Virginia Library Commission.

With these monies, the Library Trainee Program was instituted at the Kanawha County Public Library in that late fall of 1968. Under the terms of the grant, three trainees were added to the staff. They were college trained people lacking a degree in Library Science. There were three conditions which the trainees agreed to accept: 1-That they would intern at the Kanawha County Public Library for one year and be paid a salary, 2-that they would attend and graduate from an accredited library school while continuing to earn their monthly salaries, and 3, that they would be obliged to return to the sponsoring library for a period of two years after the completion of their studies. After that time, they would be free to work where they chose. In addition, under a special agreement between the State and Southern Regional Educational Board, out-of-state tuition fees would be paid for the students who chose to attend either the University of North Carolina or the University of Maryland Library Schools; there is no accredited Library School in West Virginia.

Of the three trainees who joined the Kanawha County Public Library staff last fall, two are now attending Library School. The third withdrew from the program because of ill health.

ST. ALBANS BRANCH LIBRARY

The Kanawha County Public Library's official application for Library Services and Construction Act Title II (construction funds) was submitted on behalf of the proposed second-story addition.

The City of St. Albans, a municipality located at the confluence of the Kanawha and Coal Rivers in Kanawha County, West Virginia, has more than doubled in population since the termination of World War II, primarily because of the growth of the chemical and ordnance industry in the Kanawha Valley. The City of St. Albans has a population in excess of 15,000.

The need for an adequate Branch Library Building in the St. Albans area was determined previously and a one-story masonry building of 6,000 square feet was constructed. In addition, provision was made for future expansion to a two-story building when the need to enlarge and improve the facility became obvious and essential.

The St. Albans Branch of the Kanawha County Public Library occupies a strategic and vital position in the future growth and development of public library service in Kanawha County. Although located within the corporate limits of St. Albans, the Branch's constituency comes from areas in and near the municipalities and satelite communities located in western regions of Kanawha County. It is estimated that the St. Albans Branch service area has a population of 35,000 persons.

A rough survey reveals that the branch library has a daily attendance of over 200 persons and circulates almost 120,000 books per year. School age population in the immediate St. Albans area for the 1968-1969 school year will be 3,403 elementary, 1,855 junior high and 1,666 senior high

pupils. A large proportion of these children will use the library's facilities in preparing their school assignments, thus helping to alleviate the crowded conditions of the various school libraries.

Besides meeting the needs of the St. Albans school age population, the branch serves St. Albans adults as well. In checking the branch's registration files, it was discovered that 45% of the borrowers (adult and juvenile) live outside the St. Albans city limits. Many live in Tornado, Nitro, Cross Lanes, the Big Tyler area of Charleston, and the Spring Hill section of South Charleston. Putnam County residents also use the library, and a few come from Boone County. Thus the branch serves many residents of surrounding communities.

We feel that by increasing the available space at the branch library from approximately 6,000 to 12,000 square feet it would be possible to accomplish the following:

a. Provide library space more commensurate with the population and library service needs of the area.

b. Alleviate crowding during peak evening hours.

c. Provide space for additional books and services.

d. Provide space for additional periodicals and pamphlets to meet the growing research needs of the adult and school age population.

e. Provide space for individual reading and study carrels.

f. Provide space for needed microfilm and microfilm equipment service.

g. Provide space for a community meeting room for presentation of book reviews, garden displays, art shows, civic clubs, chamber music and other cultural events.

h. Provide space for an expanded children's department to include a permanent location for our now portable children's puppet theater.

i. Provide listening space for tapes and records.

j. Provide space for storage of tapes and phonograph records.

We feel that this expansion can best be executed by adding a second floor onto the existing building. Since the original plans called for ultimate expansion to a two story building this should not present structural problems. The second floor should be accessible by both stairway and elevator to make its facilities available to all our citizens.

We feel that since the St. Albans Branch of the Kanawha County Library has become the cultural center of the lower Kanawha Valley, expansion of its facilities at this time is in the best interest of both the Kanawha County Public Library and the citizens of the Kanawha Valley.

Preliminary construction estimates seem to indicate a project cost totaling $168,200.00.

Preliminary floor plans and front elevation are available.

SCHOOL VISITS

Elementary school children, high school classes and adult education groups continue to make scheduled visits to the library. Arrangements are usually completed immediately following receipt of a telephone request. Formerly, the emphasis was on a tour of the building, with anything and everything else to follow afterwards. For quite sometime now the purpose of the trip has changed. Primarily, it's a working visit and not simply a tour. The message we seem to be getting from most of the visitors is: we know or we have a pretty good idea of what the new building looks like because we've been here before. Now, we want to learn how to use the library effectively. Our working visit program, staffed for

the most part by Reference Department librarians, is quite flexible. We prefer the hours before three o'clock, Monday through Friday. However, when push comes to shove we're available also during the early evening hours. Saturdays are seldom a problem.

SIGHT SAVING BOOKS

The Kanawha County Public Library has a collection of books printed in large type for people who have difficulty reading regular size print.

There are four million persons in the United States whose vision is sufficiently impaired so that they cannot read books printed in standard ten-point type. An equal number from among the over sixty-five population have "fading vision", which means that reading is difficult without a magnifying glass.

Now there are books, newspapers and magazines with large type that can bring new stimulation, pleasure and communication to the visually impaired person.

Sight Saving Books are also available at the St. Albans Branch.

Additional Sight Saving Books will be added to the collection as soon as they are received.

STAFF

Miss Gretchen Schwinger served as a substitute librarian, generally on Saturdays, evenings and during school vacation periods.

Mrs. Aaron Rapking was selected as one of thirty-five national participants in the Institute on Library Services for the Physically and Visually Handicapped. The institute was sponsored by the United States

Office of Education and the University of Michigan Department of Library Science.

Mr. James Thomas, Building Superintendent, attended a three day Seminar in Housekeeping, Management and Supervision, sponsored by Service Engineering Associates and held in Atlanta, Georgia.

Mrs. Doris Walker, graduate of Western Reserve School of Library Science, was appointed Chief Catalog Librarian effective July 1, 1968.

Mrs. Rita Young, graduate of George Peabody School of Library Science, was appointed Catalog Library Assistant effective October 1, 1968.

Miss Wilma Brown, during July 1968, spent several weeks in England and on the continent on a study tour sponsored by the National Council of Teachers of English. She visited libraries and attended classes on the development of language arts. She was enthusiastic about the many things she saw and heard.

Miss June Martin, Reference Librarian, represented the West Virginia Library Association and this institution at a National Library Week Workshop held in Philadelphia, Pennsylvania, on September 20, 1968. Miss Martin was a member of a panel which discussed "the Role of the Lay Committee Member in National Library Week."

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1968 - June 30, 1969

Population served: 252,925

Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (50 winter scheduled stops)	1
(57 summer scheduled stops)	
Branch	1
Deposit Stations	11
Schools	35
Collections delivered - 455 juvenile	
2 adult	
Other Agencies	
Collections delivered - 11 adult and juvenile	
Other School Stations	
(Books borrowed by teachers from Boys and Girls Department and Mobilibrary) 11,139	
Collections lent - 369	

BOOK CIRCULATION

CITY CIRCULATION - Volumes

	1968/69	1967/68
Borrowed from Main Library		
Boys and Girls Department	296,094	309,196
Circulation Department	181,575	180,508
	477,669	489,704

COUNTY CIRCULATION - Volumes

Borrowed from Extension Department		
Mobilibrary	155,848	132,707
Deposit Collections	296,953	366,210
	452,801	498,917
Borrowed from St. Albans Branch		
Adult	37,651	33,973
Juvenile	73,595	75,662
	111,246	109,635
TOTAL CIRCULATION - Volumes	1,041,716	1,098,256

BOOK STOCK

	1968/69	1967/68
Number of volumes at the end of the year	286,172	278,526
Number of volumes added	26,100	18,485
Number of volumes withdrawn	18,347	5,595
Number of periodicals	523	512
Number of newspapers received	44	43

REGISTRATIONS

Total number of registered borrowers	56,046	55,535
Total number of registered borrowers during year	16,884	16,660
Children estimated to use deposit collections in addition to the above	18,095	10,183

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader	6
Record Player	3
Phonograph Record Albums	4,503 titles - 5,900 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)	23
Microfilm (reels)	3,098
Phonograph Records Circulated	9,897

Miss Evelyn Payne of Sissonville, West Virginia using a Braille Writer.

A gift of shrubbery presented by the Charleston Job Corps Center for Women.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 12, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 12, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Dr. Wallace

Mr. Stone, President, presided. Miss Ammar acted as Secretary, in the absence of the Director, and reported that a quorum was present. The minutes of the July 11, 1969, meeting were approved.

Director's Monthly Report. The President reviewed the Director's monthly report on the activities of the library for the month of July. There was discussion on the large number of people seen congregating on the library steps. Also, it was reported that the President and the Director had met with the Mayor regarding this matter. It was emphasized that the library sought to avoid a confrontation. The President stated that the Director had reported that there has been a great improvement in the past several weeks. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 146 and General Bills List No. 146, duly certified and

approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 145, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 9, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 9, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Hopkins
Mr. Lovenstein
Mr. Ray
Mr. Springer
Mr. Thomas
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the August 12, 1969, meeting were approved.

Director's Monthly Report. The Director presented his report on the activities of the Library for the month of August. There was discussion concerning the following: the scheduled annual conference of the West Virginia Library Association to be held in Morgantown on September 25-27, 1969, the "one man" art shows to be sponsored jointly by the Allied Artists of West Virginia and this institution with works to be exhibited in The John V. Ray Room; the resignation of Mr. Frank Cooper from the Library's Public Library

Trainee Program, the Talking Books project, and the efforts to promote the use of meeting room facilities among community organizations.

Approval of Bills. The Director submitted Book Bills List No. 147 and General Bills List No. 147, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special List No. 146, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building Committee. Mr. Lovenstein, Chairman, reported that there was a need to install an exhaust fan, located over the electric range, and duct work to carry away the fumes and odor of cooking. After discussion, upon motion of Mr. Lovenstein, seconded by Mr. Ray, it was moved that the Director be authorized to obtain estimates of such an installation for the staff kitchen. Motion carried.

Gifts and Bequests Committee. Mrs. Anderson reported that a gift in excess of $2,000.00, the public announcement of which would

be made at a later and appropriate date, would be presented to the Kanawha County Public Library by Mr. Marcus Kornstein, in memory of his wife, Elizabeth. Mr. Kornstein expressed a desire that the gift be invested and that its interest be used for the acquistion of books, newspapers, magazines and other library materials of a Jewish interest. He also suggested that selection for purchase be the responsibility of the Director and the library staff. Mrs. Anderson said that it was Mr. Kornstein's hope that his gift to the Kanawha County Public Library might encourage others in the community to do the same. Following discussion, Mr. Ray suggested that a trust fund be established and that the matter be referred to the Finance Committee. A vote not being taken, the President authorized the Finance Committee, Mr. Ray, Chairman, to consider and recommend a trust fund resolution.

Save Education and Library Funds. Mr. Hopkins, Chairman, presented the following report:

> I am delighted today to tell you that the Federal appropriations for Education and Library Funds, supported by this Board, were restored in the budget bill passed by the House of Representatives on July 30.
>
> The appropriation made by the House for Education is a new national record. $4,222,889,000 was appropriated for this cause against a recommended total of $3,180,278,000. You will note that this appropriation was $1,042,611,000 more than the recommendation which had been filed with the Appropriations Committee. It is, also, $600 million more than fiscal 1969--this year's appropriation for the same purpose.
>
> The House restored, among other items, $50 million for school library materials which had been deleted

in the preliminary budget. It, also, doubled the $17.5 million the Administration had allocated for public library programs and, what is of special interest to us, provided $9.1 million for library construction during the coming year.

I am particularly pleased that all W.Va. Representatives, Messrs. Hechler, Kee, Mollohan, Slack and Staggers voted to restore the funds which I have enumerated.

Acceptance of the Save Education and Library Funds by the House was a major victory. A fight still faces us in the Senate, however.

President Nixon, who did little in attempting to reverse House action, made the following statement approximately a week ago: "No commitals will be made to spend these additional appropriations until The Congress has completed action on all appropriation bills and revenue measures." Such a statement made by Mr. Nixon means that a vigorous campaign will be waged in the Senate to delete the House appropriations.

The time table for Senate action has been haphazardly scheduled. Chairman Magnuson, of the Senate Labor - HEW Appropriations Subcommittee, informed me today that he has scheduled Secretary Finch to open the section of the hearings dealing with the office of Education appropriations on September 30. This means that the hearings will probably not be concluded until mid-October and the report by the Committee may not be completed until the latter part of October.

This time schedule, however, does not lessen our responsibility. We must approach Senators Byrd and Randolph immediately in the same dynamic manner in which we approached our Representatives.

May I suggest that in your correspondence with the two Senators you utilize the following arguments:

1. The health, welfare and education of Americans constitute the foundation of national security and national prestige.

2. When considering the question of national priorities, education is one issue that we cannot afford to neglect.

3. To stop or even slow down progress begun in the educational and library fields would be an unnecessary waste of resources, time and human energy.

4. Education is now and always has been the first reliance of a free people.

Submitted September 9, 1969.

/s/ C. Hopkins
Charles Hopkins

St. Albans Branch Library. Mr. Springer reported that the 1969 St. Albans Annual Town Fair was successful. He announced that net receipts totaled $17,712.15. Mr. Springer reminded the members present that the Kanawha County Public Library has submitted, before the West Virginia Library Commission, an application for Title II (construction) funds under the Library Services and Construction Act for a second-story addition to the St. Albans Branch. The local share of nearly $33,640.00, representing 20% of the project cost, is available. The second-story addition to the St. Albans Branch is estimated to cost $168,200.00.

Mr. Springer is President of the Trustees Section of the West Virginia Library Association and will be attending the annual conference of the West Virginia Library Association to be held in Morgantown, September 25-27, 1969.

Budget Committee. The Director reported that conversations

were held with several members of the Budget Committee (Mr. Thomas, Chairman and Mr. Ray) concerning the Library's Budget for fiscal 1970/1971 and recent legislation authorizing the State Tax Commissioner to "appoint private auditors to conduct post audits of non-tax, levying funds." It would be the responsibility of the Library, according to the State Tax Commissioner,

> "to submit a list of at least three and no more than five certified public accountants, or firms, the Division and Local Government Relations, and from such list the State Tax Commissioner shall appoint the auditor or firm, to conduct audits....
>
> "In those instances when certified public accountants are not available then substitutions therefor of registered public accountants shall be made."

After discussion, upon motion, Mr. Ray, moved, Mr. Hopkins seconded, that the Budget Committee be authorized to select three to five certified public accountants, or firms, to be recommended to the State Tax Commissioner to conduct a post audit of the library's fiscal records. Motion carried.

NEW BUSINESS

West Virginia Library Association Conference. The Director stated that the Annual Conference of the West Virginia Library Association would be held in Morgantown, West Virginia, September 25-27, 1969. Upon motion by Mr. Lovenstein, and seconded by Mr. Springer, it was unanimously

> RESOLVED, That an allowance not to exceed $50.00 each for three staff members be paid for attendance at West Virginia Library Association Conference, September 25-27, 1969.

Reading Services to the Blind and Handicapped Readers. The Director reported that he was invited to attend a special workshop on "Reading Services to the Blind and the Handicapped Readers" to be held in Pittsburgh on September 15, 1969. He stated that Mrs. Aaron Rapking, librarian in charge of the program at the Kanawha County Public Library, would not be able to attend since she would be attending Catholic University for the purpose of earning a Master's degree in Library Science. He then asked permission to attend the workshop. After discussion, upon by Mr. Lovenstein, seconded by Dr. Wallace, the following resolution was adopted:

> RESOLVED, That the Director be granted permission to attend the "Reading Services to the Blind and Physically Handicapped" workshop to be held at the Carnegie Library of Pittsburgh on September 15, 1969, and that his expenses not to exceed $40.00 be paid.

Charleston's 175th Anniversary. In the absence of Mr. Williamson, the Director announced that Mr. Charles A. Williamson had been asked to serve as Chairman of a special committee to celebrate Charleston's 175th Anniversary. The Director described, briefly, some of the activities that were being planned.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded and carried, all the

changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 14, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 14, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Ray
Dr. Riggleman
Mr. Thomas

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the September 9, 1969 meeting were approved.

Director's Monthly Report. The Library Director presented his report on the activities of the Library for the month of September. There were questions, comments and discussion on the following:

1. Supplementary grants-in-aid

2. Bruce Crawford gift

3. Extension of library services into the Brounland School neighborhood through the Washington District Area.

4. The library sponsored book review programs for 1969/1970

5. One-Man Art shows held in The John V. Ray Room in cooperation with Allied Artists of West Virginia

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 148 and General Bills List No. 148, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special List No. 147, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. The Library Director reported for the Chairman and stated that the Budget Committee had met on September 30, 1969. The following members were present: Mr. Thomas, Chairman, Mr. Jacobson, Mr. Lovenstein and Mr. Ray. Mr. Stone, Mr. Rapking, Assistant Superintendent, Financial Affairs, Kanawha County Schools and the Library Director also were present.

The Library Director reviewed the State Tax Commissioner's directive dated June 24, 1969, concerning "post-audits of all non-tax levying funds." The directive, in part, stated the following:

> "Each governing authority shall submit a list of at least three and no more than five certified public accountants, or firms, to the

Division of Local Government Relations, and from such list the State Tax Commissioner shall appoint the auditor, or firm, to conduct audits of those entities enumerated in Item II above."

The names of firms submitted by the committee are as follows and are listed alphabetically:

1. Arnett, Parkins and Foster
2. Fitzhugh, Erwin McKee and Hickman
3. Howell and Paterno
4. Witschey, Harman and White

Following discussion, the names as submitted were approved.

Mr. Rapking discussed the income potential from assessed valuations and copies were made available to each committee member present.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, the Library Director reported the following:

1. Several young ladies from the Charleston Job Corps, Cynthia Cain, Gloria Lundy, Elevenia Bradley and Paulette Saunders, are enthusiastic about a project which would raise money to purchase shrubs for planting near the Mobilibrary enclosure. The area cannot grow grass and the girls are dedicated toward beautification. They suggested a bake sale. Ingredients for cup cakes, cookies and doughnuts will be furnished by the Center. Proceeds of approximately $50.00 are needed to purchase shrubs, mulch and fertilizer. The plantings will be same (ilex convexa) as the shrubs facing Capitol Street.

2. The Library Director was in receipt of a letter from the Charleston Downtown Association dated October 6, 1969, requesting permission to use the plaza area following their annual Christmas Parade to be held on Saturday, November 22, 1969. In addition to Santa Claus,

the Charleston Civic Chorus would be present. Mr. Charles E. Bohnert, Chairman of the special committee, emphasized that "we would be responsible for any damages to the premises." Following discussion, it was moved by Mr. Ray, seconded by Mr. Thomas, that the Charleston Downtown Association be granted permission to use the library's premises for their Christmas Parade activities provided that the Association be responsible for any damages incurred to the premises and for cleaning up afterwards. Motion carried.

Inter-Library Cooperation Meeting. The Library Director reported that the Pittsburgh Regional Library Center, Inc. (an association of public, college and university libraries) was sponsoring a meeting of persons from the Middle Atlantic and New England states who are interested in inter-library cooperation. He recommended that Miss June R. Martin, reference librarian at the Kanawha County Public Library who is responsible for this kind of activity, be granted permission to attend. He stated that a supplementary grant-in-aid of approximately $1,000.00 was availabe to Kanawha County Public Library for such purposes. Following discussion, upon motion by Mr. Thomas, seconded by Mr. Ray, it was unanimously:

RESOLVED, That an allowance not to exceed $100.00 from supplementary grant-in-aid funds made available to Kanawha County Public Library through the West Virginia Library Commission be paid for Miss Martin's attendance at Inter-Library Cooperation meeting to be held in Pittsburgh, Pennsylvania, October 23, 24 and 25, 1969.

Vietnam Moratorium Parade. The President reported that a parade,

in support of the Vietnam Moratorium, would be held in downtown Charleston on Wednesday evening, October 15, 1969, at 7:30. Activities, he said, would begin on Capitol Street in front of the Library. There was discussion as to what effect it would have upon library service. Following discussion, Mr. Ray moved, Dr. Harper seconded, that the Library Director be authorized to close the Library on Wednesday, October 15, 1969, at 6:00 p.m. Motion carried.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 11, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 11, 1969, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Hopkins
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Springer
Mr. Thomas
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the October 14, 1969 meeting were approved.

John V. Ray Portrait. Mr. Stone reported that the John V. Ray Portrait by Marion Vest Fors of Huntington, West Virginia, was presented formally to the Kanawha County Public Library on Monday, October 27, 1969, at a special ceremony. Members of the Library Board of Directors, family, friends and staff were present. Afterwards, refreshments were served. The portrait has been placed in its permanent location; on the left center wall as one enters The John V. Ray Room.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October. Comments and discussion were made on the following:

1. Acquisition of filmstrips and kits produced by the New York Times and Associated Press; several of which were exhibited.

2. Receipt of a generous gift containing rare West Virginiana materials and presented by Mr. Charles A. Williamson, Jr.

3. Announcement of the first in the 1969/1970 series of Kanawha County Public Library Presents Book Review Programs scheduled to begin on Thursday evening, December 4, 1969. The speaker is Professor Sutphin of West Virginia State College.

4. Special recognition of the Catalog Department staff for their accomplishment in processing 3,442 books in October, 1969. This number represents the largest total of volumes ever added to the library collection in any one, thirty-day period.

5. It was reported that the physical condition of the Library's one-half ton panel truck was something less than desirable.

Approval of Bills. The Library Director submitted Book Bills List No. 149 and General Bills List No. 149 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special List No. 148, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees

Insurance Committee. Mr. Hopkins, Chairman, reported that the Insurance Committee had met on several occasions to review and discuss insurance coverage for the Library. His report adopts the following portion of letter dated November 6, 1969 from James A. Stogden, President of Patterson, Bell and Crane Company, who was acting as Chairman of an insurance advisory committee.

> "The first issue of discussion was whether this insurance should be put out for bidding. It was our unanimous feeling that this should definitely not be done at this time for the following reasons:
>
> a. This is a tremendous amount of exposure for a relatively small premium, and we would lose the affect of quality competitive bidding if the word gets out that we would change the insurance every three years. Companies will not give their best premium quotations if they know this situation exists, as they know they could sustain a sizeable loss and never have an opportunity to recover. As long as the agent responsible for the business, and his company, are doing a satisfactory job, we feel that it should not be put out for public bidding no more

than each six years. Most likely we would consider nine years.

b. We feel the agent and company have worked with you very well during the past three years and have done an excellent job.

c. The company has paid nine losses, totaling $1,854.00, and there are other claims that are in the process of suit which contain substantial reserves. This type of loss ratio does not make it fair to transfer to another market which may or may not result in lower costs.

"In reviewing your coverages we felt that aside from reviewing the values with you, the only changes necessary would be as follows:

a. Due to the inflationary trend in building costs, which have been averaging approximately 5% per year, we felt the amount of insurance on the building should be increased 15%.

b. We suggested that Mr. Gallaher attempt to get the Personal Injury Coverage (libel, slander, defamation of character, etc.) extended to cover the library for claims brought by employees. We will be able to give you a more definite opinion on this extension of coverage when Mr. Gallaher obtains an answer from his company as to cost.

c. As mentioned above, Mr. Gallaher will review with you the coverage now applying to contents and will suggest that you specifically add to your insurance, the value of Mr. Ray's portrait.

d. Mr. Gallaher will obtain the Agreed Amount Endorsement for your renewal policy. You will recall that this endorsement merely states that the insuring company is in agreement with the amount of coverage carried on the building and will waive the provisions of the Co-insurance Clause in the contract. This eliminates a tremendous amount of problems when you have a building loss."

After considerable discussion, upon motion by Mr. Hopkins, seconded by Mr. Hartman, it was moved that all assets of the library be covered by proper insurance and that the Insurance Committee's report be accepted. Motion carried.

Budget Committee. Mr. Thomas, Chairman, reported that the Library was in receipt of a letter received October 16, 1969, from Charles H. Haden, II, State Tax Commissioner, which stated that the firm of Howell and Paterno had been appointed to conduct the post audit of Kanawha County Public Library for the period ending June 30, 1969. Afterwards, there was a brief discussion concerning the presentation of the Library's budget for 1970/71 to the committee. It was reported that the document would be considered on or before January 15, 1970.

Save Education and Library Funds. Mr. Hopkins, member of the National Committee, presented the following report:

"Educators, library boards and government officals are greatly concerned over the failure of the Senate to act on the House appropriation bill, for it is now four full months into the federal fiscal year and no major money bills have been passed by both Chambers.

"The Save Education and Library Funds Committee has pointed out to the legislators that this delay is particularly unfortunate with respect to educational funds since the academic year is well under way and there are no final figures for federal support of education and library programs.

"277 members of the House introduced a resolution which called for interim payments for education and library programs to be authorized in a continuing resolution after the end of October on the basis of the 1970 appropriation bill for Labor-HEW which had passed the House on July 31. In turn the Appropriations Committee introduced a resolution which provided interim financing at the lower 1969 level.

"The House overrode the Appropriations Committee and voted by teller vote 177 to 124 to fund education and libraries for fiscal 1970 on the basis ONLY of the House passed bill until such time as the regular Labor-HEW appropriation bill, HR 13111, is enacted into law.

"The issue is now in the Senate and since the House action is a departure from precedent the Senate is moving slowly. As of yesterday 46 members of the Senate were supporting Senate Joint Resolution 163 by Senators Montoya, Pell, Randolph and Javits to agree to the House provisions on interim funding of education and library programs at the level of HR 13111.

"The Senate is expected to take up the House-passed resolution today. Most authorities expect the resolution to be adopted thus authorizing interim expenditures for education and libraries on the basis of the 4.2 billion dollars appropriation passed by the House on July 31. As of this morning it was still uncertain whether the Senate Appropriations Committee will accept the House Bill of whether a floor fight will ensue.

"Members of the Senate Appropriations Committee are being urged to report the House measure as a Senate Appropriations Committee bill. Few members of the Senate Committee are stating

their position on the House measure but most Senators express the belief that the interim financing will shortly be a reality and the Senate Appropriations Committee will report out favorably the House bill. The various chairmen of the Appropriations Committees have agreed also, to separate the education and library fund from the Labor-HEW appropriation in future years so as to not create another situation of this type.

"Incidentally, Robert Byrd is on the Senate Appropriations Committee and in my opinion will support all measures requested by the SELF Committee."

NEW BUSINESS

Library Services and Construction Act Long Range Planning Meeting. The Library Director reported that he was one of two West Virginia representatives invited to attend a series of meetings sponsored by the Adult, Vocational and Library Programs Office of the U. S. Office of Education, Region III (of which West Virginia is a member). The purpose of the meeting is to examine the needs, goals and possibilities for long-range planning in the development of all types of libraries. The meetings will be held in Charlottesville, Virginia, on December 9-10, 1969. He asked for authorization to attend. After discussion, upon motion by Mr. Ray, seconded by Dr. Riggleman, the following resolution was adopted:

RESOLVED, That the Library Director be granted permission to attend the long range planning meeting to be held in Charlottesville, Virginia, on December 9-10, 1969, and that his expenses not to exceed $100.00 be paid.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 9, 1969

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 9, 1969 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Ray
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. Miss Ammar acted as Secretary in the absence of the Library Director who was in Charlottesville, Virginia, for a U. S. Office of Education, Region III meeting and reported that a quorum was present. The minutes of the November 11, 1969 meeting were approved.

Director's Monthly Report. The Acting Secretary read the Library Director's report on the activities of the Library for the month of November. The Director's report was accepted and ordered filed.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 150 and General Bills List No. 150 duly certified and approved in accordance with the Bylaws, and on motion by Dr. Harper, seconded by Mr. Hartman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of

Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 149, duly certified, and approved in accordance with the Bylaws, and on motion by Dr. Harper, seconded by Mr. Hartman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, Mrs. Brown reported that the Library Beautification Committee of the Charleston Job Corps in cooperation with the Kanawha County Public Library held a bake sale on December 4, 1969, to raise money to purchase shrubs for planting near the mobilibrary enclosure. Their goal was set at $50.00. The amount raised was $72.30. After discussion, it was recommended that the Library Director be authorized to send a letter in behalf of the Library Board of Directors to the young ladies extending thanks and appreciation for a job well done. Motion carried.

The President reported that the Library Director had mentioned that a Seminar in Air Conditioning Controls, sponsored by the Johnson Service Company (installers of the Library's equipment) would be held in Milwaukee, Wisconsin, on January 5-9, 1970. The Library Director and the Chairman of the Building and Grounds Committee had recommended that the Building Superintendent be permitted to attend. After discussion, upon motion by Dr. Wallace, seconded by Mr. Ray, it was unanimously

RESOLVED, That the expenses of the Building Superintendent,

not to exceed $210.00, be paid for attendance at the Seminar sponsored by the Johnson Service Company, to be held in Milwaukee, Wisconsin, January 5-9, 1970.

NEW BUSINESS

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

Charleston's 175th Anniversary. Mr. Williamson announced that historical pictures and paintings of Charleston would be on exhibit in The John V. Ray Room in celebration of the 175th birthday of Charleston. Following discussion and conclusion of the meeting, the members present viewed the exhibit.

There being no further business, the meeting on motion adjourned.

President

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 13, 1970

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 13, 1970, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Hartman
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Thomas

Also present was Mr. Aaron Rapking, Assistant Superintendent in Financial Affairs of the Kanawha County Board of Education, who was welcomed by the President.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the December 9, 1969 meeting were approved.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of December. Additional comments and discussion were made on the following: the United Fund Award, inter-library loan and teletype service, microfilming of public card catalog and shelf list (inventory) and the library's Oral History project. Afterwards, the Director's report was accepted

and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 151 and General Bills List No. 151 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special List No. 150, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Save Education and Library Funds. Mr. Hopkins, member of the National Committee, presented the following report:

> "There is no doubt at this time that President Nixon will veto the Labor-Health, Education and Welfare appropriation bill when it is sent to him later this month.
>
> "The White House has requested support of all Republicans in Congress to support the President's projected veto.
>
> "A two-thirds majority of those Congressmen present and voting is necessary to override a veto. In this case, the House of Representatives must act on a veto first because the bill in question originated in the House.
>
> "The proposed veto results from the Congressional delay in enacting the Labor-HEW appropriation allowing a period of time in which inflation through uncontrollable government expenditures has mounted dangerously. For example: during

the delay period, interest on the public debt has increased by $800 million; medicare payments $350 million; unemployment benefits $500 million; and various retirement funds payments $100 million.

"Another feature of the Labor-HEW appropriation bill questioned by the President is the fact that it makes the appropriated expenditure mandatory. The President feels the Executive Department should have control over expenditures.

"In the final vote on the bill, Representatives Hechler, Kee, Mollohan and Slack voted for the measure. Mr. Staggers was not present. It is my personal opinion that Mr. Staggers favors the bill.

"The Senate should approve and forward the bill to the President on or near January 26. I expect both Mr. Randolph and Mr. Byrd to support the appropriation.

"In the passage vote in the House 176 Democrats and 85 Republicans, a total of 261, voted in favor of the bill. Twenty-seven Democrats and 83 Republicans, a total of 110, opposed it. Forty-three Democrats and 19 Republicans, a total of 62, did not vote.

"Two-thirds of the whole House is needed to override a veto. This means 289 Representatives voting to override.

"If those who favored passage hold fast regarding overriding the veto and are joined by 28 of those who failed to vote on passage of the bill, the override will be successful. Solid Republican support of the President would defeat an override attempt.

"There is little time in which to develop the veto override sentiment. You are requested, therefore, before this week passes to write Representatives from West Virginia asking them to vote to override the President's veto of the Labor-HEW bill."

Gift of John Arthur Hanson. Mr. Stone reported that the Director was in receipt of a letter and check for $5,000.00 dated December 13, 1969, from John Arthur Hanson. The gift was given "in memory of my father and in gratitude for what the library meant to him." The gift was

acknowledged and an expression of thanks and appreciation was extended.

After discussion, upon motion by Mr. Ray, seconded by Mr. Jacobson, the following resolution was adopted:

> RESOLVED, That the Gifts, Bequests and Endowments Committee be instructed to set up a program for the receipt of trust funds for gifts of this nature and to submit their recommendations to the Library Board.

Motion carried.

Budget Committee. Mr. Lovenstein, Acting Chairman, reported that the Committee met to consider the budget for the fiscal year 1970/1971 with Mr. Lovenstein, Mr. Jacobson, Mr. Ray and Mr. Rapking present. Copies of the proposed budget with changes as approved and recommended by the Budget Committee were distributed to the members present. After discussion, upon motion duly made and seconded, the budget for the fiscal year 1970/1971 as so proposed and recommended was approved and adopted by unanimous vote of the board members present.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1970, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,
>
> RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request

the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Ray, and upon a vote being taken, the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1970, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation

of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Ray, and upon a vote being taken, the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1970, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of

Kanawha County Public Library.

The motion was seconded by Mr. Ray, and upon a vote being taken, the motion carried unanimously.

NEW BUSINESS

Library Workshops. The Director reported that he would like authorization for Miss Gretchen Schwinger, Community Services Coordinator, to attend a workshop at the Brooklyn Public Library and at the Free Library of Philadelphia on library services for the low income and minority groups. He stated that the library would receive a grant of $1,000.00 from the Library Services and Construction Act for attendance to library workshops and seminars and suggested that Miss Schwinger's expenses be paid from this grant. Upon motion by Mr. Snyder, seconded by Mr. Jacobson, the following resolution was adopted:

> RESOLVED, That Miss Gretchen Schwinger, Community Services Coordinator, be granted permission to attend the library workshops in Brooklyn, New York, and Philadelphia, Pennsylvania, to be held on February 2-7, 1970, and that her expenses not to exceed $300.00 be paid.

Motion carried.

ALA Midwinter Meeting. Mr. Snyder moved, Mr. Lovenstein seconded, that the Library Board approve the payment of the expenses, not to exceed $300.00 of the Director incurred in attending the American Library Association Midwinter Meeting in Chicago, Illinois, January 18-23, 1970. Motion carried.

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the

changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

BUDGET 1970/1971
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES

Salaries

Professional	$167,040
Non-Professional	174,155
Substitutes	6,500
	$347,695

Books

Books	$ 78,350
Binding	6,100
Periodicals	7,000
	$ 91,450

Other Expenses

Salaries - Building	$ 34,620
Building Supplies	3,183
Furniture and Equipment	3,150
Insurance	4,825
Memberships	265
Miscellaneous	1,741
Office and Library Supplies	12,850
Printing	1,250
Repairs and Maintenance	3,500
Service Contracts	3,905
Social Security	16,021
Travel	2,125
Utilities	24,250
Vehicles - Repairs and Expense	3,100
Workmen's Compensation	585
	$115,370

TOTAL OPERATING AND MAINTENANCE EXPENSES	$554,515
OTHER CAPITAL SUPPORT	
Building Purchase Contract	36,770
TOTAL BUDGET	$591,285

Receipts

Board of Education	$232,415	
County Court	232,415	
City of Charleston	90,656	
St. Albans	10,000	
Miscellaneous	16,000	
Public Library Trainee	1,940	
Federal Grant-In-Aid	Pending	
State Sinking Fund	4,566	
Balance with Sheriff	3,293	
Total	$591,285	
Building Purchase Contract	36,770	
Total for Operations		$554,515

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1970/1971

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,441.66	$ 17,300
Chief Children's Librarian	Wilma Brown	825.00	9,900
Chief Circulation Librarian	Ruth Figgatt	825.00	9,900
Chief Extension Librarian	Helen Miller	775.00	9,300
Chief Processing Librarian	Doris Walker	825.00	9,900
Chief Reference Librarian	Frances Gerard	750.00	9,000
Circulation Librarian	Frances Dillinger	750.00	9,000
Circulation Librarian	Alice Gygax	775.00	9,300
Circulation Librarian	Eleanor Keenan	725.00	8,700
Circulation Librarian	To be appointed	700.00	8,400
Reference Librarian	June Martin	725.00	8,700
Reference Librarian	Harold McKinstry	700.00	8,400
Circulation Librarian	Charlton Smith	650.00	6,500
Extension Librarian	Evelyn Coskey	700.00	8,400
Extension Librarian	Gretchen Schwinger	675.00	8,100
Branch Librarian	Clara Hampton	775.00	9,300
Preparation Librarian	Robert Simmons	600.00	7,200
Processing Librarian	To be appointed	650.00	7,800
Public Library Trainees			1,940
Federal Grant-In-Aid			Pending
			$167,040
	Non-Professional Staff		
Executive Assistant	Lorena Ammar	650.00	7,800
Special Clerk, Processing	Mae Thomas	460.00	5,520
Special Clerk, Branch	Henrietta Kidd	445.00	5,340

Position	Employee	Monthly Salary	Annual Salary
Special Clerk, Branch	Martha Moran	$ 445.00	$ 5,340
Junior Clerk, Branch	Lois Adkins	310.00	3,720
Junior Clerk, Office	Virginia Banning	310.00	3,720
Junior Clerk, Office	Charlotte Barton	310.00	3,720
Special Clerk, Extension	Laverta Spurlock	445.00	5,340
Senior Clerk, Extension	Franca Martin	385.00	4,620
Junior Clerk, Extension	Janet McCune	340.00	4,080
Junior Clerk, Extension	Regina McLendon	325.00	3,900
Junior Clerk, Extension	Susan Pauley	325.00	3,900
Junior Clerk, Processing	Joycelyn Kyte	310.00	3,720
Junior Clerk, Processing	Juanita Brown	325.00	3,900
Junior Clerk, Processing	Sharon Blount	310.00	3,720
Senior Clerk, Processing	Joy Humphries	325.00	3,900
Junior Clerk, Processing	Sandra Trimble	310.00	3,720
Senior Clerk, Processing	Patricia Whitlock	355.00	4,260
Junior Clerk, Processing	Karen Dunham	310.00	3,720
Special Clerk, Circulation	Cortez Johnson	385.00	4,620
Junior Clerk, Circulation	Janet Lambert	325.00	3,900
Junior Clerk, Circulation	Iris McDaniel	355.00	4,260
Junior Clerk, Circulation	John Topliff	325.00	3,900
Junior Clerk, Circulation	Sara Meadows	340.00	4,080
Junior Clerk, Circulation	Augusta Black	310.00	3,720
Junior Clerk, Circulation	Lurecia Humphreys	310.00	3,720
Special Clerk, Boys and Girls	Betty Jane Harper	385.00	4,620
Junior Clerk, Boys and Girls	Mary Lee	325.00	3,900
Junior Clerk, Boys and Girls	Rosa Provenzano	310.00	3,720

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Boys and Girls	Edwina Dalton	$ 310.00	$ 3,720
Mobilibrary Driver	Floyd Bowen	520.00	6,240
Junior Clerk, Reference	Linda Wehrle	310.00	3,720
Messenger	Bobby Cooper	355.00	4,260
Pages - 135 hours per week x 52 @ $1.30			9,126
Pages - 15 hours per week x 52 @ $1.00			11,700
Library Aides			11,009
			$174,155

Substitutes

Librarians	6,500

Books

Books		
Boys and Girls	$ 13,000	
Circulation	26,000	
Extension	26,000	
Reference	11,000	
Federal Grant-in-Aid	Pending	$ 76,000
Audio-Visual	$ 2,000	
Binding	6,100	
Periodicals	7,000	
Postage	350	15,450
		$ 91,450

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James L. Thomas	$ 690.00	$ 8,280
Custodian	Bernard Ellis	370.00	4,440
Custodian	Herbert Hundley	385.00	4,620
Custodian	Jeremiah Maxie	310.00	3,720
Janitor (Part-time)	Moses Adams	185.00	2,220
Janitress (Part-time)	Miriam Skiles	155.00	1,860
Elevator Attendant	Mary Jackson	310.00	3,720
Custodian, Branch (Part-time)	Hubert Buckner	170.00	2,040
Guard	Clarence Jones	310.00	3,720
			$ 34,620

Building Supplies

Fluorescent tubes and incandescent lamps	$ 500
Wax, steel buffing pads, brooms, mops, soap and other items	2,500
Uniforms	183
	$ 3,183

Furniture and Equipment

Typewriters	$ 1,350
Typewriter Stand	-------
Book Trucks	300
Kik-Step Stools	-------
Desks	-------
Shelving	1,000
Cash Register	500
	$ 3,150

Insurance

Comprehensive Insurance Program	$ 4,825

Memberships

American Library Association	$ 210
West Virginia Library Association	5
Library Automation Research/Consulting	50
	$ 265

Miscellaneous

Ads in library publications	$-------
Legal advertising	476
Audit	500
Refunds on lost books - paid	350
Refunds on deposits	15
Petty cash disbursements	400
	$ 1,741

Office and Library Supplies

Office Supplies	
Stencils, inks, pencils, paper, stationery, printed forms and other supplies	$ 3,000
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	6,800
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	550
Postage	
Postal cards, stamped envelopes and stamps	2,500
	$ 12,850

Printing

Annual reports - 1,000	$ 300
Mobilibrary - Fall/Winter schedules	225
Mobilibrary - Summer schedules	225
Publications - booklists, bookmarks, posters and informational literature	500
	$ 1,250

Repairs and Maintenance

General repairs and maintenance	$ 3,500

Service Contracts

Office Machines	$ 950
Property Protection Company - recharging of fire extinguishers	50
Elevators (2) Booklift (1)	2,555
Fire Alarm System	150
Air Conditioning	200
	$ 3,905

Social Security

Contribution on earnings up to $7,800	$ 16,021

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting	$ 500
Director to attend American Library Association Midwinter Meeting	570
Director and two staff members to attend American Library Association annual Summer Meeting	755
Institutes and Seminars	300
	$ 2,125

Utilities

Electricity	$ 15,900
Gas	1,875
Telephone	2,650
Sewerage	1,825
Water	2,000
	$ 24,250

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for Mobilibrary and truck	$ 2,000
Washing and waxing Mobilibrary and truck	100
Mobilibrary and truck - maintenance and repair	1,000
	$ 3,100

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 10¢ per $100	$ 350
Amount based on Class K-4 employees (building staff) at 35¢ per $100	125
Amount based on Class G-11 employees (Mobilibrary drivers) at $1.05 per $100	110
	$ 585

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 10, 1970

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 10, 1970, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Lovenstein
Mr. Snyder
Mr. Thomas
Mr. Williamson
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the January 13, 1970, meeting were approved.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January. Additional comments and discussion were made on the following:

1. The new and improved discount schedule now in effect and extended by the Library's book wholesaler.

2. The Midwinter meetings of the American Library Association held in Chicago, Illinois, during the week of January 18-23, 1970.

3. Paintings currently on exhibit in The John V. Ray Room and Corridor Gallery.

Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 152 and General Bills List No. 152 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Mr. Williamson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special List No. 151, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Mr. Williamson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Gifts, Bequests and Endowment Committee. Mrs. Anderson reported that the Committee met on Friday, February 6, 1970. Members present were: Mr. Thomas, Dr. Wallace, Mr. Williamson and Mrs. Anderson, Chairman. Also present were: Mr. Ray, Chairman, Finance Committee and Mr. Stone. There was discussion on the following: responsibilities of the committee, solicitation of gifts, use of money, acquisition of materials, administration of funds and investment of the Arthur Hanson gift of $5,000.00.

Mrs. Anderson reported that the Finance Committee, Mr. Ray, Chairman, Mrs. Anderson and Mr. Stone met briefly and recommended that the Arthur Hanson gift of $5,000.00 be invested in 90 day Treasury Bills. Following discussion, it was regularly moved, seconded and

carried that the Library Director be authorized and instructed to invest, temporarily, the $5,000.00 Arthur Hanson gift in 90 day Treasury Bills. Motion carried.

It was moved by Mrs. Anderson, seconded by Mr. Williamson, that the following resolution be adopted:

> WHEREAS, An unrestricted gift of $5,000.00 from John Arthur Hanson given "in memory of my father and in gratitude for what the Library meant to him" has been received;
>
> THEREFORE, BE IT RESOLVED, That Kanawha County Public Library establish the Arthur Hanson Memorial Fund and that the use of said fund be determined by the Gifts, Bequests, and Endowment Committee with the approval of the Board.

Motion carried.

Problems. The President summarized the problems at the Library involving young people. He also reported that the Library had employed off duty police officers on a temporary basis. There was discussion afterwards.

Budget - Unexpended Salaries. It was moved by Mr. Snyder, seconded by Mr. Thomas and unanimously

> RESOLVED, That the unexpended balance in the salaries account which is the result of unfilled positions on the library staff, be used as needed for the employment of temporary personnel, for operating expenses and/or other purposes.

Truck Bids. Mr. Lovenstein reported that the Director mailed eighteen "Invitations to Bid" on a window-van truck to be purchased by the Library with Grant-In-Aid Funds. The present truck, he said was ten years old and in poor condition. The Library was in receipt of one

bid. After discussion, upon motion by Mr. Lovenstein, seconded by Mr. Snyder, it was moved that the bid submitted by Bert Wolfe Ford, Inc., to supply one truck as specified for $2,241.98 be accepted. Motion carried.

Letter of Commendation. In response to discussion concerning Charleston 175th Anniversary, it was the unanimous feeling of the members present that the Director be authorized to send a letter of commendation to The Charleston Gazette for the interesting and exciting series written by Mr. John G. Morgan.

Book Price Fixing Damages. Mr. Stone reported that the State of Illinois recently was awarded damages for book price fixing. There was discussion afterwards.

Personnel and Salary Changes. The Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 10, 1970

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 10, 1970, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Hopkins
Mr. Ray
Dr. Riggleman
Mr. Springer
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of February 10, 1970 meeting were approved.

Correspondence. The President reported that the Library was in receipt of several letters regarding the employment of off-duty police officers. He cited their general content. There was considerable discussion afterwards. The public's reaction indicated that it was necessary and commendable.

The President also indicated that the library was in receipt of a postal card from Mr. Price Williams of February 20, 1970 who suggested that the Roy Bird Cook Room "be relabeled the Roy Bird Cook and Boyd B. Stutler Room." There was discussion afterwards.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February. There were additional comments and discussion on the following:

1. Signed copies of books which were a part of the library's Autograph Collection were exhibited and the project was described.

2. Completed installation of the library's fire alarm system.

3. The library's oral history project sustained a severe setback with the passing of Mr. Boyd B. Stutler, historian, John Brown scholar and writer.

Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 153 and General Bills List No. 153 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special List No. 152, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Save Education and Library Funds. Mr. Hopkins, member of the

National Committee, presented the following report:

"On March 3, the House of Representatives voted 324 - 55 and on March 4 the Senate voted 82 - 0 to approve the Senate passed version of H.R. 15931, the Substitute 1970 HEW Appropriations bill.

"The bill, as passed, includes a provision requiring an over-all 2% reduction in funds appropriated in the $19 billion bill but with a 15% limitation on reductions of any specified amount in the bill.

"The compromise bill is approximately $347 million less than the House passed version and has a decrease of $29,215,300 in library programs.

"According to information received from HEW, a total of $126,764,700 will be appropriated for library programs as follows:

$42,500,000 for Elementary and Secondary Education Act, Title II

$43,266,250 for Library Services and Construction Act

$21,626,450 for the Higher Education Act, Title II and $19,372,000 for the National Library of Medicine and the Medical Library Assistance Act.

"Some programs in which funds were not specifically earmarked in the bill, such as Title II A & B, which involve College Library Resources and Library Training, were subject to large cuts by HEW to offset those grants left untouched.

"$9,185,000 was appropriated for the Library Services and Construction Act. The total appropriation subdivided into divisions follows:

Total	$49,894,000
Title I under this Act, Public Library Service	35 million
Title II, Public Library Construction . .	9,185,000
Title III, Inter-Library Cooperation . .	2,281,000
Title IV-A, Library Services	2,094,000

and Title IV-B, Library Services to Physically Handicapped . . . . . 1,334,000.

"The opinion has been expressed by some authorities that Mr. Nixon will probably withhold the library construction money. I question this assumption.

"Most of these authorities have overlooked a pertinent and related action in the Senate. Senator Tom Eagleton (D-Mo.) on March 4 placed in the record a clarification statement of Senate intent. It is quite possible, and I feel Mr. Nixon may consider it politically expedient, for the Administration to modify its proposed reductions to comply with the Eagleton clarification.

"Specifically, the Eagleton clarification would save for use after cuts based upon Senate intent the following sums:

	App. Bill	Reduction	Amt. Available
Library Services	$35,000,000	$ 5,250,000	$29,750,000
Public Library Const.	9,185,000	1,377,750	7,807,250
College Library Resources	20,834,000	10,934,000	9,900,000
Library Training	6,833,000	2,833,000	4,000,000

"I have been told, also, that within a few weeks the Administration is going to move rapidly into the field of work stimulation so as to slow down recession tendencies in this an election year. If this information is correct, I feel that proper presentation of community and library needs in the construction field will be given favorable consideration by HEW and the President.

"There was an attempt made on the floor of the House to stop the appropriation bill through the rules ploy of recommittal. This movement was overwhelmingly voted down. I am happy to report to you that Congressmen Hechler, Kee, Mollohan, Slack and Staggers voted against recommittal thus supporting passage of the Act. It is to be noted, also, that Senators Byrd and Randolph supported the bill in the Senate.

"In order to not get caught in an appropriation stalemate such as had existed in the HEW bill this year, the House started hearings on March 5 on the education and the library items for 1971 HEW appropriations."

After discussion, it was moved by Mr. Hopkins, seconded by Mr. Ray and unanimously

> RESOLVED, That the President of the Library Board be directed and authorized to send a letter to the West Virginia senators and congressmen and express the Library'Board's appreciation for their action.

Motion carried.

Services to the Community Committee. Mr. Springer spoke for the committee and reported on the proposed building project for the St. Albans Branch. A meeting was held with Dr. B. L. Coffindaffer, Director, Federal State Relations, to discuss the acquisition of federal funds. There was discussion afterwards.

St. Albans Town Fair. Mr. Springer reported that the St. Albans Town Fair Committee was facing a serious problem in finding a suitable place. Previous sites were no longer available. Discussion followed.

Personnel and Salary Changes. The Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

C. G. Snow
President

Michael Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 14, 1970

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 14, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Harper
Mr. Hartman
Mr. Lovenstein
Dr. Riggleman
Dr. Wallace

Mr. Lovenstein, Vice-President, presided. The Secretary reported that a quorum was present. The minutes of the March 10, 1970, meeting were approved.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March. There were additional comments and discussion on the following:

1. The current art shows in The John V. Ray Room and in the Corridor Gallery;

2. The beautification project sponsored by the Charleston Job Corps Center for Women;

3. The quality and quanity of the library's book collection which is expected to reach the 300,000 volume mark in May, 1970; and finally,

4. The apparent break in the pool/fountain water return line.

Approval of Bills. The Library Director submitted Book Bills List No. 154 and General Bills List No. 154 duly certified and approved in accordance with the Bylaws, and on motion by Dr. Harper, seconded by Mr. Hartman, and duly adopted, it was ordered that the

bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 153, duly certified and approved in accordance with the Bylaws, and on motion by Dr. Wallace, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Lovenstein reported that the Library Services and Construction Act Funds for 1969/1970 totaled $56,794.00 and were recorded as follows:

Public Library Trainees	$ 9,700.00
Travel Allowance	1,000.00
Basic Grants	46,094.00
	$56,794.00

Expenditures, he said, were to be noted as follows:

Truck	$ 2,241.98
Public Library Trainees (through June 30, 1970)	8,245.00
Total to date	$10,486.98

It was recommended that purchase be made of the following:

1 Offset duplicator	$ 4,300.00
1 Phonograph Record Player	328.00
Books	30,729.02
	$35,607.02

Following discussion, Dr. Riggleman moved, Dr. Wallace seconded, that the Director be authorized to purchase one offset A. B. Dick duplicator, Model #360, at the sum of $4,300.00. Motion carried.

On motion by Mr. Hartman, seconded by Dr. Wallace, it was moved that the Director be authorized to purchase one KLH Model #20 phonograph record player at a sum of $328.00. Motion carried.

On motion by Dr. Harper, seconded by Dr. Riggleman, it was moved that the Director be authorized to purchase books for the sum of $30,979.02. Motion carried.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the sculpture/fountain had not been placed into operation earlier because of a suspected broken return water line. Following a careful examination, it was determined that the rupture had occurred in an area outside the building and in one of the Capitol Street planters. Shrubbery was removed, temporarily, and a deep hole was dug. To the relief of everyone, because there were visions of jackhammer and broken concrete, the problem was located and repaired. The building superintendent and his staff worked well and hard. Additional expenses included couplings and a piece of cast iron pipe.

NEW BUSINESS

Library Board Memberships. It was moved by Dr. Wallace, seconded by Mr. Hartman, that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit: (i) Dr. O. M. Harper, for a term of six (6) years beginning July 1, 1970, (ii) Mr. John V. Ray, for a term of six (6) years beginning July 1, 1970 and (iii) Mr. A. Guy Stone for a term of six (6) years beginning July 1, 1970. The motion carried. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Purchase Agreement - Seventh Payment. The Director reported that a seventh payment $37,775.98 ($14,091.98 of interest and $23,684.00 of principal) was due and payable on June 1, 1970, to

General Services Administration Region III. Following discussion, it was moved by Dr. Riggleman, seconded by Dr. Harper, that the said payment be made. Motion carried.

Visit Minneapolis Public Library. The Library Director requested permission to visit the Minneapolis Public Library on or about April 28-29, 1970, for the purpose of becoming better acquainted with specialized equipment used in the production of catalog cards. Upon motion by Dr. Wallace, seconded by Mr. Hartman, the following resolution was adopted:

> RESOLVED, That the Library Director be granted permission to visit the Minneapolis Public Library for the purpose as stated above and that his expenses not to exceed $200.00 be paid.

Purchase of Ruby Chamness Painting of "Old Kanawha County Public Library." Mr. Lovenstein reported that the painting entitled "Old Kanawha County Public Library" by Mrs. Ruby Chamness, currently on exhibit in the Board of Directors Room, was available for purchase. The cost of the painting was $200.00. Following discussion, Dr. Riggleman moved, Dr. Harper seconded, that the proposal be referred to the Gifts, Bequests and Endowment Committee, Mrs. Anderson, Chairman, for consideration and report at next meeting. Motion carried.

Internal Revenue Service Ruling. Mr. Lovenstein reported that the Library Director had requested a ruling from the Individual Income Tax Branch as to the excludability of the amounts paid (federal funds) to our public library trainees during their attendance at an accredited library school. Their conclusion: not excludable from gross income tax.

Personnel and Salary Changes. The Director submitted a list of

personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

L. K. Lowenstein
Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 12, 1970

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 12, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hartman
Mr. Hopkins
Dr. Riggleman
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the April 14, 1970, meeting were approved.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of April. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 155 and General Bills List No. 155 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Hartman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 154, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Hartman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Gifts, Bequests and Endowment Committee. Mrs. Anderson, Chairman, reported that the Gifts, Bequests and Endowment Committee had met previously to consider purchase of a painting entitled, "Old Kanawha County Public Library" by Mrs. Ruby Chamness from the Arthur Hanson Memorial Fund. After discussion, it was moved and seconded that the matter of purchasing the painting be referred to the Gifts, Bequests and Endowment Committee and that the Committee be empowered to act. Motion carried.

NEW BUSINESS

Proposed St. Albans Branch Library Building Project. Mr. Springer reported that the Construction Project Application for the second-story addition to the St. Albans Branch Library has been approved by the West Virginia Library Commission at its meeting held on Saturday, April 25, 1970. He stated that the estimated cost of the project would be $168,200.00. The project, he said, would be funded as follows:

Library Services and Construction Act	$ 7,652.00
Appalachian Regional Commission	28,123.00
State	98,785.00
Local	33,640.00
	$168,200.00

The Director distributed copies of the project drawings.

After discussion, it was moved by Mr. Springer, seconded by Mr. Hopkins and unanimously

RESOLVED, That the Library Board of Directors approve the Construction Project Application and that the President of the Board be authorized to sign the appropriate documents.

Motion carried.

General Services Administration Payments. Mr. Hopkins reported the following:

On May 5th I called at the offices of Senator Robert Byrd and Congressman John Slack to discuss with them the possibility of the U. S. Government (The General Services Administration in particular) rescinding the debt of more than $260,000 now outstanding against the Kanawha County Public Library.

In Senator Byrd's office I dealt with Mrs. Margaret Morgan, the Senator's Project Director. I pointed out to Mrs. Morgan:

1. The Library Board recognizes the sanctity of the contract.

2. Through research, I learned that when selling the building the General Services Administration stated that a future situation might arise whereby the Kanawha County Public Library's budget would not be sufficient to meet the payments required.

3. If such a condition arose, it was my understanding that all debts would be rescinded and the library would be retained in full ownership by the Kanawha County Library Board.

4. That the Kanawha County Public Library upon various occasions has made application for further funds to expand its program and develop additional library structures in various communities of the county.

5. Such action is, in a sense, inconsistent since requests are being made for funds at the same time that money is being budgeted by the library to be forwarded to the Federal government.

After notating these facts, I took the position that it was in the best interest of the Federal government to revoke the contract. Once more I pointed out arguments 4 and 5 listed above.

I used, as an example, the need of approximately $35,000 to complete the St. Albans Library project. I noted that we would be paying the Federal government in excess of $36,000 this year which, if transferred to the St. Albans project, would provide sufficient funds for the completion of the added floor to that library.

I found both offices in agreement with the request I proposed -- enthusiastic agreement I might add.

To summarize, it was recommended by Mrs. Morgan that:

1. The Kanawha County Library secure the support of Governor Arch Moore, co-chairman of the Appalachian Commission of West Virginia, for our position.

2. That we seek the support of our position by the Federal-State Relations Office of the West Virginia State Government; and

3. That we secure support for our position by the West Virginia Library Commission in seeking a revoking of the library debt.

Once such support is achieved, Senator Byrd and Congressman Slack's office requested that I forward to them a statement of the support on the part of these three groups plus a stated request for the revoking of the debt. I was assured by both offices that they would combine in working together to secure the end result we desire.

A question might be asked why I limited my calls to Senator Byrd and Congressman Slack rather than bringing other members of the Congressional body into the discussion. Both men are concerned with appropriations granted to the General Services Administration and other commissions,

bureaus, et al and I felt they have a more definitive influence in successfully carrying out our request. At the same time, I am certain if they feel the need they will make contact with other members of the Congressional body.

Finally, I learned from the General Services Administration that in its history there was no precedent established for granting a request such as ours but at the same time there was no precedent against granting such a request.

Today, I suggest that those individuals who have been dealing with the Federal-State office at the West Virginia Statehouse be empowered to represent this Board in securing a written request asking for the revoking of the Kanawha County Public Library debt. I, also, suggest that Mr. Stone approach the West Virginia Library Commission to secure a similar statement, and that a two-person committee be formed to make a similar approach to Governor Moore as co-chairman of the Appalachian Commission. These contacts should be made immediately so that we can secure all the possible help from Washington needed prior to the November general elections.

Finally, I suggest that a statement be formulated by this Board expressing its willingness to expend yearly a sum equal to the annual payments required by the contract specifically for the expansion of services and structures associated with the Kanawha County Library program.

/s/ Charles Hopkins

Charles Hopkins

After discussion, it was moved by Mr. Hopkins, seconded by Mr. Williamson, that the following resolution be adopted:

RESOLVED, That a statement be formulated expressing the Library Board's willingness to consider the expenditure of funds equal to the annual General Services Administration payments required by the contract for the expansion of services and facilities associated with the Kanawha County Public Library program.

Motion carried.

Mr. Lovenstein and Mr. Hopkins were appointed by the President to meet with and solicit the support of Governor Moore in the Hopkins Project.

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Hopkins, Chairman, Mrs. Anderson, and Mr. Ray to consider and recommend nominations for the election of officers for 1970/1971.

Community Council of Kanawha Valley, Inc. Mr. Stone named Mrs. Anderson and the Library Director as delegates to the Community Council of Kanawha Valley, Inc.

Middle Atlantic Regional Library Federation, Inc. - Philadelphia. The Director reported that a meeting of the Board of Directors, of which he is a member, of the Middle Atlantic Regional Library Federation, Inc., is scheduled to be held in Philadelphia, Pennsylvania, on May 25, 1970.

Upon motion by Dr. Riggleman, seconded by Mr. Hopkins, the following resolution was adopted:

> RESOLVED, That the meals and incidental expenses of the Director, not to exceed $50.00, be paid for attendance at the Middle Atlantic Regional Library Federation, Inc., Board of Directors Meetings to be held in Philadelphia, Pennsylvania, on May 25, 1970.

Motion carried.

Seminar on Library Publicity. The Director reported that he has encouraged Miss Evelyn Coskey, extension librarian, to attend a meeting at the Louisville Public Library on library publicity work on May 28,

1970. Upon motion by Mrs. Brown, seconded by Mr. Hopkins, the following resolution was adopted:

> RESOLVED, That Miss Evelyn Coskey be granted permission to attend the seminar on library publicity work at Louisville Public Library on May 28, 1970 and that her expenses not to exceed $75.00 be paid.

Application for Public Library Trainee. The Director reported that Mrs. Annie Liu, public library trainee, has been accepted at the University of Kentucky Library School. He stated that the library was in receipt of an application for Public Library Trainee Grant from the West Virginia Library Commission. After discussion, it was moved by Mr. Williamson, seconded by Mr. Hopkins, that the application for the Public Library Trainee Grant be approved. Motion carried.

Library Problems. Mr. Stone reported on the incidents and publicity that appeared in the local newspapers recently involving the library building and its grounds and their use and abuse by some young people.

After discussion, it was moved by Mrs. Anderson, seconded by Mr. Williamson, that the following resolution be adopted:

> RESOLVED, That the Library Board of Directors extend a vote of confidence to the Library Director for his work and efforts in handling the young people.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 9, 1970

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 9, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Hartman
Mr. Jacobson
Mr. Lovenstein
Mr. Snyder
Mr. Thomas
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the May 12, 1970 meeting were approved.

Correspondence. The President reported that the Library was in receipt of several letters. The Library Director read the following:

"May 15, 1970

"Dear Mr. Winowich:

"The Kanawha County Board of Education, at its meeting May 14, 1970, unanimously approved the appointment of Dr. O. M. Harper, John V. Ray and A. Guy Stone for six-year terms on the Kanawha County Public Library Board, beginning July 1, 1970.

Sincerely yours,

/s/

Walter F. Snyder
Superintendent of Schools"

The Library Director also read the following:

"May 19, 1970

"Dear Mr. Winowich:

"The Library Board of Parkersburg and Wood County wishes to express their appreciation for your hospitality during the visit to the Kanawha County Public Library last Thursday, May 14, 1970. The Library Board feels that the tour and the exchange of ideas with the board members of Kanawha County has been most helpful and given them inspiration in their continuing efforts to build better library services for Wood County.

Sincerely,

/s/

Joel Stern, President
Library Board"

The final document, a West Virginia Library Commission Memorandum, announced that the Kanawha County Public Library would receive a basic grant of $25,793.00 for the fiscal year 1970/1971.

Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of May. There was discussion concerning a Daily Mail newspaper article by Mr. Tom Cummings. The Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 156 and General Bills List No. 156 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 155, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

General Services Administration Payments - Hopkins Project. Mr. Lovenstein reported for the Committee and said that a series of meetings were being planned with key people and that progress reports could be expected.

Hanson Gift Investment. The Director reported that the Hanson gift had been invested in a U. S. Treasury 8% note due May 15, 1971.

Proposed St. Albans Branch Building Project. The Library Director reported that an application seeking Appalachian Regional Commission Act funds was submitted and forwarded to Washington with a recommendation of approval from the Governor's office.

NEW BUSINESS

American Library Association's Annual Conference. The Director stated that the conference this year would be held in Detroit, Michigan, from June 28-July 3, 1970. Upon motion by Dr. Wallace and seconded by Mr. Snyder, it was unanimously

> RESOLVED, That the expenses for the Library Director not to exceed $375.00 and an allowance of $200.00 for one staff member be paid for attendance at the American Library Association's Annual Conference, June 28-July 3, 1970.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 3, 1970

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on July 3, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Lovenstein
Mr. Ray
Mr. Thomas

Mr. Stone, President, presided. The President read from the statue that "There shall be an annual meeting of the board of directors on the first Friday in July each year." There was discussion afterwards. The minutes of the June 9, 1970 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of June. Included were the following:

1. "Shut-In-Service" for those elderly persons who cannot come to the library;

2. Designation of Mr. Charlton Smith, public library trainee and soon-to-be graduate of the University of Maryland Library School, as Community Relations Librarian;

3. Appointment by the Director, of a special committee of librarians to consider a long range plan for the Kanawha County Public Library; and,

4. The summer vacation reading club sponsored and promoted by the Boys and Girls Department.

Library's Director's Annual Report. The Library Director presented highlights from the annual report for the fiscal year ending June 30, 1970. Reported on briefly and orally were the following:

1. Library services for visually and physically handicapped readers;

2. Gifts, including the Hanson ($5,000.00) and a special collection of filmstrips ($2,500.00) presented by Charleston Gazette, Charleston Daily Mail and Sunday Gazette-Mail;

3. Conferences attended by staff librarians and workshops (Reference Services, Circulation Materials Control, Catalog Card Duplication) for area librarians conducted by the Director and the staff;

4. St. Albans Town Fair;

5. Application for construction funds and a second-story addition to the St. Albans Branch; and

6. Art exhibits in The John V. Ray Room and Corridor Art Gallery.

Following discussion, it was moved by Mr. Ray, seconded by Mr. Lovenstein that the report be properly prepared and referred to the Book Committee for its consideration, review and suggestions, and, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed as the Director shall determine.

Approval of Bills. The Director submitted Book Bills List No. 157 and General Bills List No. 157, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Thomas and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 156 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Thomas, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

> The Library is in receipt of the annual renewal of the maintenance service contract for two elevators and one booklift from the Haughton Elevator Company for the period July 1, 1970-June 30, 1971. The monthly cost of the contract has increased from $212.91 to $238.65. After discussion, Mr. Lovenstein moved, Mr. Thomas seconded, that the annual maintenance service contract for the two elevators and one booklift with the Haughton Elevator Company for a sum of $238.65, payable monthly, be approved. Motion carried.

Gifts, Bequests, and Endowment Committee. Mrs. Anderson, Chairman, reported that the Gifts, Bequests and Endowment Committee recommends the purchase of the painting "Old Kanawha County Library," by Mrs. Ruby Chamness at a cost of $200.00 available through the Arthur Hanson Memorial Fund. Following discussion, it was moved by Mr. Ray, seconded by Mr. Lovenstein, that the Library Board accept the recommendation of the Gift, Bequests and Endowment Committee to purchase the painting, "Old Kanawha County Library," for a sum of $200.00. Motion carried.

Mrs. Anderson reported that another painting of the former Kanawha County Public Library by Margery Clark, temporarily residing in Huntington, might be made available on loan to this institution. After discussion, the President appointed Mr. Lovenstein to make inquiries and arrangements.

NEW BUSINESS

Election of Officers. In the absence of Mr. Hopkins, Chairman, Mrs. Anderson presented the following report:

"July 3, 1970

"The Nominating Committee for the selection of officers of the Board of Directors, Kanawha County Public Library submits the following names for your consideration:

President, A. Guy Stone

Vice President, L. K. Lovenstein

Secretary-Treasurer, Nick Winowich

"These nominees, presently serving as officers of the Board, are to be commended for excellence of leadership and quality of progress of the Kanawha County Public Library.

Chairman /s/ Charles Hopkins

/s/ Mrs. Margaret Anderson

/s/ John V. Ray

Mr. Thomas moved, Mrs. Anderson seconded, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mr. Ray took the chair and put the motion, which was carried, and the nominees were declared to be duly elected. Mr. Stone resumed the chair.

Employee's Automobile Damage. Mr. Stone stated that damage had been done to an automobile operated by Carolyn Dale, an employee of the Kanawha County Public Library, while parked in the library's parking area. The total amount of the damage was $29.96. Mr. Stone recommended that the Library pay the cost from the Petty Cash Fund.

Following discussion, and upon motion by Mr. Ray, seconded by Mr. Thomas, it was moved that the Library pay damages totaling $29.96. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

ANNUAL REPORT

1969/1970

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
O. M. Harper
Harold F. Hartman
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Walter F. Snyder
Donald Springer
L. Newton Thomas
William J. L. Wallace
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
Annie Liu
June Martin
Harold McKinstry
Helen Miller
Hortenzia S. Rapking
Gretchen Schwinger
Robert Simmons
Charlton Smith
Doris Walker
Rita Young

Non-Professional

Lois Adkins
Lorena Ammar
Onnalee Arcuri
Virginia Banning
Charlotte Barton
Augusta Black
Sharon Blount
Floyd Bowen
Juanita Brown
Robert Cooper
Carolyn Dale
Virginia Gilbert
Betty Jane Harper
Joy Humphries
Cortez Johnson
Henrietta Kidd
Joycelyn Kyte
Janet Lambert
Mary Frances Lee
Franca Martin
Janet McCune
Iris McDaniel
Regina McLendon
Sara Meadows
Martha Moran
Ray Osborne
Susan Pauley
Rosa Provenzano
Jacquelyn Richardson
Carolyn Sparks
Laverta Spurlock
Mae Thomas
John Topliff
Sandra Trimble
Karen Welch
Patrica Whitlock

Building Staff

James L. Thomas, Building Superintendent

Bernard Ellis
Herbert Hundley
Mary Jo Jackson
Clarence Jones
Jermiah Maxie

32 Additional Part-Time Staff Members

ANNUAL REPORT 1969/1970

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1969, to June 30, 1970, is herewith submitted:

GENERAL

The Adult Circulation Department Staff recently prepared an Environmental Studies Bibliography in response to a demand from many interested and concerned library users. With the exception of several British publications and a few scientific/technical journals, all of the materials on the reading list prepared by the Environmental Teach-In organization were to be found in our book collection.

On November 18, 1969, a seminar on Inter-Library Cooperation was held in the Board of Directors Room. Miss June Martin, Assistant Reference Librarian at the Kanawha County Public Library, and Miss Sarah Estes of the West Virginia Library Commission were featured speakers. Librarians representing public, college, and special libraries from Southern West Virginia attended the conference. As with previous seminars (on Circulation Control Systems and Catalog Card Reproduction) also sponsored by the Kanawha County Public Library, it was felt by those in attendance that the effort was a great success; it provided an opportunity for librarians to discuss mutual problems and to reach solutions.

A milestone was reached on May 23, 1970, when the Kanawha County Public Library added the 300,000th book to its collection. The "magic number" book is called "J. T." by Jane Wagner and Gordon Parks, Jr. It is the story of a small Harlem boy and a homeless cat he befriends.

The Director invited four members of the Kanawha County Public Library professional staff to serve on a committee which would consider and prepare a long-range plan for public library development in Kanawha County. We hope to

look at ourselves as objectively and in as great depth as possible. The committee includes the following librarians: Mrs. Doris Walker, Chairman; Miss Evelyn Coskey, Miss June Martin, and Mrs. Eleanor Keenan.

BOYS AND GIRLS DEPARTMENT

Through Allied Artists of West Virginia, the Boys and Girls Department has received a beautiful pastel of an Indian girl. Done by Dorothy Strock, this joins pastels of an Eskimo girl and an African girl. The Department hopes to acquire a permanent "Children of the World" collection.

BUILDING AND GROUNDS

Mr. James L. Thomas, Building Superintendent, attended a Control Systems School for automatic regulation of heating, ventilating, and air conditioning which was conducted by the Johnson Service Company of Milwaukee, Wisconsin. The school is operated for the benefit of users of Johnson products. Mr. Thomas was awarded a certificate for having completed a factory training course. The company manager wrote that "Mr. Thomas learned well...and seemed to regard your sending him here as an opportunity and an obligation to LEARN."

A break in the fountain's return water line presented some problems until our Building Superintendent located the source of the difficulty under one of the Capitol Street planters. Once the origin of the trouble was found, the cost of necessary repair work came to approximately $11.00 for pipe and couplers. The fountain was once again operating successfully when the weather turned warm.

At the request of the Charleston Fire Prevention Bureau and upon the Director's recommendation, Mr. Thomas installed exit alarms on doors previously kept locked in order to exercise control of circulating materials. Another

purpose of the alarms was to discourage patrons from using the emergency exits as primary areas of departure. For a brief period, the efficiency of these alarms underwent regular testing by some members of the younger generation.

After many delays, the library's fire alarm system was completed when electrical connections were made with Charleston's Fire Control Center. If any one of the many safety devices (automatic thermal and smoke detectors, manually operated fire alarm boxes, etc.) located throughout the building is activated, Fire Station Number 1 is signalled immediately. These safety features bring instant attention and response. Also, the combination of factors results in special consideration by the library's insurance carrier.

The speaker's platform stage designed by Mr. Malcolm Duncan, the library's project architect, was installed in The John V. Ray Room.

A bake sale was held on December 4, 1969 by the Library Beautification Committee of the Charleston Job Corps for Women. The young ladies had hoped to earn $50.00 to purchase shrubs to be planted near the mobilibrary parking area. Proceeds from the bake sale totaled $74.30. On March 26, 1970, six Ilex Hetzi were purchased with these funds. The cost of purchasing, planting, fertilizing, and mulching the shrubs came to $73.80. The project was another in a series of Job Corps "Good Neighbor" practices.

CATALOG DEPARTMENT

This institution, as most libaries, depends heavily upon the Library of Congress for the printed catalog cards. In spite of surveys and attempts to improve the card distribution system, long delays are the rule rather than the exception. Recently, when the Library of Congress laid its cards on the table and confessed that card distribution services were "regretable," "inadequate,"

"deteriorated," "intolerable" and "unpleasant" it achieved a remarkable and refreshing level of candor for government organizations. Delays, it explained, were the result of dramatic card sales (nearly 80 million cards were sold in 1968), severely limited space and the need to maintain an adequate supply of card stock for the more than 5,000,000 titles for which catalog cards have been prepared during the last 70 years. Long range plans include automation for expediting orders and for printing cards which are on demand. However, it warns that miraculous and instantaneous recovery is not possible.

The West Virginia Library Commission has undertaken a project to microfilm card catalogs of selected libraries. Involved in the program are nearly 25 public, college/university and special libraries joined together into an inter-library loan teletype network. The purposes of the project are: (1) to provide faster inter-library loan service to members of the Library Commission's teletype system; (2) to create a permanent record of each institution's inventory; (3) to help develop those subject areas in which collections are weak.

When the project is completed, the Library Commission will have access to a catalog of nearly 2 1/2 million books in the inter-library loan network collection.

Special recognition is extended to the Catalog Department staff for their accomplishment in processing 3,442 books in October, 1969. This number represents the largest total of volumes ever added to the library collection in any one, thirty-day period.

EXTENSION DEPARTMENT

Miss Evelyn Coskey, an Extension Librarian with newspaper experience, has been writing a Library Book Review Column which appears regularly in the West Virginia section of the Sunday Gazette-Mail. Six books, chosen for their appeal to the

general public, are annotated each week. The annotations are well done and the response from the public has been outstanding. The reviewed titles are checked out of the library almost immediately. Similar ones are kept in reserve. We are most grateful to Mr. Harold Gadd for giving us space on the paper's "Speaking of Books" page.

Mrs. W. G. Miller, Head of the Extension Department, notes that the use of the library's services to the visually handicapped has greatly increased. Since the Talking Book program began in September, 1968, approximately 700 books have been circulated to certified borrowers. (Talking Books are full-length books specially recorded at the Library of Congress on long playing records which operate at 16 2/3 rpm.) People are becoming increasingly aware of this service through newspaper publicity, the distribution of booklists and brochures, posters, social service workers, and by word of mouth.

Collections of kindergarten level books have been made available to several Head Start programs sponsored by the Charleston Parks and Recreation Commission. Preschool children are encouraged to read picture books and are invited to borrow books from the classroom for home use. Books were on loan to the Second Avenue Recreation Center and the former Riverview Elementary School.

REFERENCE DEPARTMENT

Miss June Martin, Assistant Reference Librarian, is serving as Director of the Kanawha County Public Library's Oral History Project. Since she has a MA degree in history in addition to her training in Library Science, we feel that she is particularly suited to do this work.

The first interviewer was Mrs. Frances Young Clay who reminisced about school days at Union School, the Banner Glass Plant, Carbide Island, her family account books for 1898-1900, early retail stores, children's games at

the turn of the century, and the history of the Baptist Temple. Her memories have been recorded on magnetic tape.

To date, other participants in the program have been Mrs. John C. Norman, Mr. Boyd Stutler, and Mr. Julius De Gruyter. It is planned to interview others in the community whose memories make up an important, if unwritten, part of Kanawha Valley history.

Working in conjunction with the Director, Miss Martin has also prepared the outline of a talk to be presented to women's groups. The theme is "How the Kanawha County Public Library Can Help You in Planning Your Programs and in the Study of Your Special Topics for the Year 1969/70." Services and facilities of the library are described. To date, one talk has been given and more are anticipated. In addition, a letter which summarizes the items mentioned above has been prepared for distribution to the presidents of women's organizations. Later, it is hoped that men's groups may be reached in a similar manner.

ST. ALBANS BRANCH LIBRARY

The Kanawha County Public Library has submitted an application for Title II (construction) funds to the West Virginia Library Commission under the Library Services and Construction Act. The money is to be used to add a second story to the St. Albans Branch. The local share of nearly $33,640.00, representing 20% of the project cost, is currently available. It is estimated that the addition of a second floor to the St. Albans Library will cost $168,200.00.

The 1970 St. Albans Town Fair will be held on the bus lot and practice area near Crawford Field. Previously, the Fair had been held on the Alban School playground and adjoining property. However, construction on the latter site made it necessary to move the fair to a different location. The Board of Education graciously granted Branch's Site Selection Committee permission to use the Crawford

Field area for the 1970 fair.

Mrs. Jan Casto, West Virginia's Outstanding Woman of 1970, was honored at a tea held at the St. Albans Branch Library on Sunday, May 10, 1970.

ART EXHIBITS - CORRIDOR ART GALLERY

The Corridor Art Gallery has featured several excellent presentations. In January the works of a "Quartet of Artists" was exhibited. This included paintings by Mary Black, Helen Bratt, John Hudkins and Vera Kovacevich. In March, the Fourth Annual Exhibit of the Kanawha County Adult Education Division's Art Department was held. Taught by John Hudkins, the group displayed sixty-seven works of art. This exhibit remained on view through April, 1970.

Gallery hours are from 10:00 a.m. to 5:00 p.m. Monday through Friday. Hours on Saturday are by appointment only.

ART EXHIBITS - JOHN V. RAY ROOM

Working with Mr. Simmons, the Director has arranged for an exciting series of one and two person art exhibits to be held in the John V. Ray Room. Each presentation will last for a month and will be sponsored jointly by the Kanawha County Public Library and the Allied Artists of West Virginia. The first show began on September 2, 1969, featuring the work of Miss Marie Lett. Exhibit hours are from 10:00 a.m. to 5:00 p.m. Monday through Friday. This schedule is necessary because The John V. Ray Room is used for the Boys and Girls Department Puppet Show on Saturday mornings as well as for occasional Saturday afternoon meetings.

The second in our series of art exhibits combined the talents of two remarkable local women: Mrs. Anne Shreve, whose paintings have won considerable acclaim; and Mrs. Margaret Houston, a well-known potter. The arrangement of the

work was especially noteworthy.

Mrs. Lois Hammer and Mrs. Beth Frazier cooperated on the October Art Exhibit in The John V. Ray Room.

Miss June Martin, Reference Librarian, and Mr. Simmons pooled their abilities to produce an unusually attractive and informative exhibit for The John V. Ray Room for December. Entitled "Charleston Scences Old and New," the show featured views of the city, both past and present, as seen through through the eyes of local artists. Works owned by the Sunrise Art Gallery's permanent collection, the Allied Artists of West Virginia permanent collection, and private individuals were brought together in a show which attracted considerable attention from the community. Though no record was kept of attendance, staff members reported that many people asked for directions to The John V. Ray Room.

Keith Rose, a resident of South Charleston and a member of the Allied Artists of West Virginia, exhibited his work in The John V. Ray Room during January.

A unique exhibit of rarely-seen encaustic paintings was on display in The John V. Ray Room in March. The 14 paintings by Mrs. Elise H. Walthall, a Charlestonian and a member of Allied Artists, are done by a method which combines the use of oil paint and wax. According to Mrs. Walthall, encaustic painting is one of the oldest media known to man and is currently undergoing a revival of interest among contemporary artists. She said that the frescoes on the walls of Pompei, for example, were done by this technique and have endured because of their great resistance to heat, decay, and mildew. This was the first time that encaustics were shown at the Kanawha County Public Library.

CONFERENCES

The Director attended a special workshop on "Reading Services to the Blind and the Handicapped Readers." This was held at the University of Pittsburgh on September 15, 1969.

The Director was one of two West Virginians invited to attend a series of meetings sponsored by the Adult, Vocational and Library Programs Office of the U. S. Office of Education, Region III. West Virginia is one of the states included within that region. The purpose of the meetings was to examine the needs, goals and responsibilities for long-range planning in the development of all types of libraries. The sessions were held in Charlottesville, Virginia on December 9 and 10, 1969.

The Library Director also attended the Midwinter meetings of the American Library Association which were held in Chicago, Illinois from January 18-23, 1970. Like most other American institutions, the American Library Association is undergoing a period of rapid change. There is much feeling within the organization that the ALA should reflect and demonstrate a relevancy, that its activities and purposes should be more responsive to the people and institutions it serves, and that it should accomplish these ends through leadership which includes the young and the new. It is felt that the organization has been run too long by the same group of people.

Miss Ruth Figgatt and Mrs. Clara Hampton of the Kanawha County Public Library staff attended the Annual Conference of the West Virginia Library Association which was held in Morgantown from September 25-27, 1969.

FILMSTRIPS

The December, 1969 issue of the West Virginia Education Association School Journal featured an illustrated article about the new filmstrip service being offered to the public schools of the State by the Kanawha County Public Library. Through the generosity of the Charleston Daily Mail, the Charleston Gazette, and the Charleston Gazette-Mail, educational filmstrips and kits may be borrowed by junior and senior high school social science classes. The new materials

emphasize contemporary developments in the United States and abroad. The project is the result of work done by the New York Times and the Associated Press. Schools making use of the new service pay only mailing charges which seldom exceed fifty cents.

GIFTS

A gift of $5,000 was presented to the Kanawha County Public Library by John Arthur Hanson "in memory of my father and in gratitude for what the library meant to him." The elder Mr. Hanson was a long-time Kanawha County Public Library Board member.

A framed picture of the late Dr. Roy Bird Cook was presented to the library by his daughter, Miss Betty K. Cook. Dr. Cook was a member of the Board of Directors of the Kanawha County Public Library from August, 1943 to November, 1961. The picture was hung in the Roy Bird Cook Room which houses the Kanawha County Public Library's collection of West Virginiana.

Mr. Charles A. Williamson, Jr. presented the Kanawha County Public Library with many pieces of local history memorabula. Included in the collection are copies of very early Charleston newspapers; Charleston theater playbills; invoices for groceries, bottles, coffins and candy; tax bills and miscellaneous items.

KANAWHA COUNTY PUBLIC LIBRARY PRESENTS

Book reviews are held in The John V. Ray Room on Thursday evening at 8:00 p.m.

The program for the season was as follows:

Date	Speaker	Topic
December 4, 1969	Professor Katherine Sutphin	"My Life with Martin Luther"
January 29, 1970	Mr. John Santrock	"Between Parent and Teen-ager"
February 26, 1970	Mr. Barry Steinman	"Unfinished Woman"
March 26, 1970	Mrs. Jack Snyder (Diane)	"Earth Shine"
May 21, 1970	Winifred Newman	"Come Gentle Spring"

JOHN V. RAY PORTRAIT

The John V. Ray Portrait by Marion Vest Fors of Huntington, West Virginia, was formally presented at a special ceremony in the Kanawha County Public Library held on Monday evening, October 27, 1969. Members of the Library Board of Directors, family, friends, and staff were present. The portrait has been placed on display in its permanent location, the left center wall of the John V. Ray Room.

LIBRARY BOARD

On July 11, 1969, the following were reelected officers of the Library Board:

Mr. A. G. Stone, President
Mr. L. K. Lovenstein, Vice President
Mr. Nicholas Winowich, Secretary and Treasurer

These men are to be commended for their service to the library during the previous year.

Elected to six-year terms on the Board of Directors of the Kanawha County Public Library were Dr. O. M. Harper, Mr. John V. Ray, and Mr. A. Guy Stone. The terms of the preceding began on July 1, 1969.

Mr. Charles Hopkins, member of a nationwide committee of citizens to Save Education and Library Funds, spoke of the deep concern about the proposed reduction in Federal appropriation affecting education and public, school, and college/university libraries. Supported by the American Library Association, Mr. Hopkins urged members of the Library Board to write to Congressmen Slack and Staggers and Senators Byrd and Randolph expressing their concern and urging these men to restore funds to at least last year's level of appropriations.

Mr. Charles A. Williamson served as Chairman of a special committee to celebrate Charleston's 175th Anniversary.

Mr. Springer is President of the Trustees Section of the West Virginia Library Association.

STAFF

Mr. Clarence Jones, formerly of our custodial staff, was appointed Security Officer effective July 1, 1969.

Miss June Martin, Assistant Reference Librarian, attended a seminar on Inter-Library Cooperation which was held at the University of Pittsburgh from October 23-25, 1969. More than 60 librarians, representing 10 states and Canada, participated in the conference. Miss Martin concluded her report to the Department Heads by stating that she was grateful for the opportunity to attend the seminar and added that she felt that she had learned much which would be of benefit to her in her work with the Inter-Library Loan service at the Kanawha County Public Library.

Mrs. Aaron H. Rapking, one of several trainees at the Kanawha County Public Library, attended the Institute on Library Services for the Physically and Visually Handicapped. Sponsored jointly by the United States Office of Education and the University of Michigan, the Institute was held at the University from July 13-18, 1969. On her return, Mrs. Rapking reported to the Library staff about the sessions. Copies of the report were mailed to each member of the Library Board. During the 1969-70 academic year, Mrs. Rapking was a graduate student at Catholic University's Library School.

Mrs. Victor Young, a very capable Assistant Catalog Librarian, resigned effective December 31, 1969. A resident of Montgomery and the mother of a small son, Mrs. Young found the burdens of travel and the daily absence from home overwhelming.

Miss Gretchen Schwinger, an Extension Librarian, was appointed a member of the Task Force on Community Renewal. It was her responsibility to relate the library and its services to the work of the Community Renewal group.

Employees of the Kanawha County Public Library have been awarded the "United U" Award by the United Fund of Kanawha Valley, Inc. The award is given to institutions, organizations, and individuals who have exceeded their annual giving by more than 60% of the quota established in the previous year. There was especially good participation among our employees. Several members of the staff earned the right to wear the "Fair-share-giver" gold pin for their generous gifts to the United Fund.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1969 - June 30, 1970

Population served: 252,925
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (50 winter scheduled stops) (54 summer scheduled stops)	1
Branch	1
Deposit Stations	9
Schools	31
Collections delivered - 445 juvenile, 2 adult	
Other Agencies	5
Collections delivered - 23 adult and juvenile	
Other School Stations	12
(Books borrowed by teachers from Boys and Girls Department and Mobilibrary) 12,736	
Collections lent - 324	

BOOK CIRCULATION

	1969/70	1968/69
Borrowed from Main Library		
Boys and Girls Department	242,475	296,094
Circulation Department	171,991	181,575
	414,466	477,669
Borrowed from Extension Department		
Mobilibrary	127,380	155,848
Deposit Collections	152,083	296,953
	279,463	452,801
Borrowed from St. Albans Branch		
Adult	40,247	37,651
Juvenile	68,133	73,595
	108,380	111,246

	1969/70	1968/69
Borrowed from Dunbar Public Library		
Adult	6,489	
Juvenile	14,974	
	21,463	
Borrowed from Nitro Public Library		
Adult	2,916	
Juvenile	6,740	
	9,656	
Borrowed from South Charleston Public Library		
Adult	23,656	
Juvenile	29,285	
	52,941	
TOTAL CIRCULATION - Volumes	886,369	1,041,716

BOOK STOCK

Number of volumes at the end of the year	302,459	286,172
Number of volumes added	26,285	26,100
Number of volumes withdrawn	9,998	18,347
Number of periodicals	445	523
Number of newspapers received	43	44

REGISTRATIONS

Total number of registered borrowers	50,942	56,046
Total number of registered borrowers during year	16,130	16,884

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader	6
Record Player	3
Phonograph Record Albums	4,826 titles - 6,365 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)	23
Microfilm (reels)	3,249
Phonograph Records Circulated	9,140